

**Welcome
To The**

U S Army Reserve



**Joint and Special Troops Support
Command (JSTSC)**

April 2010



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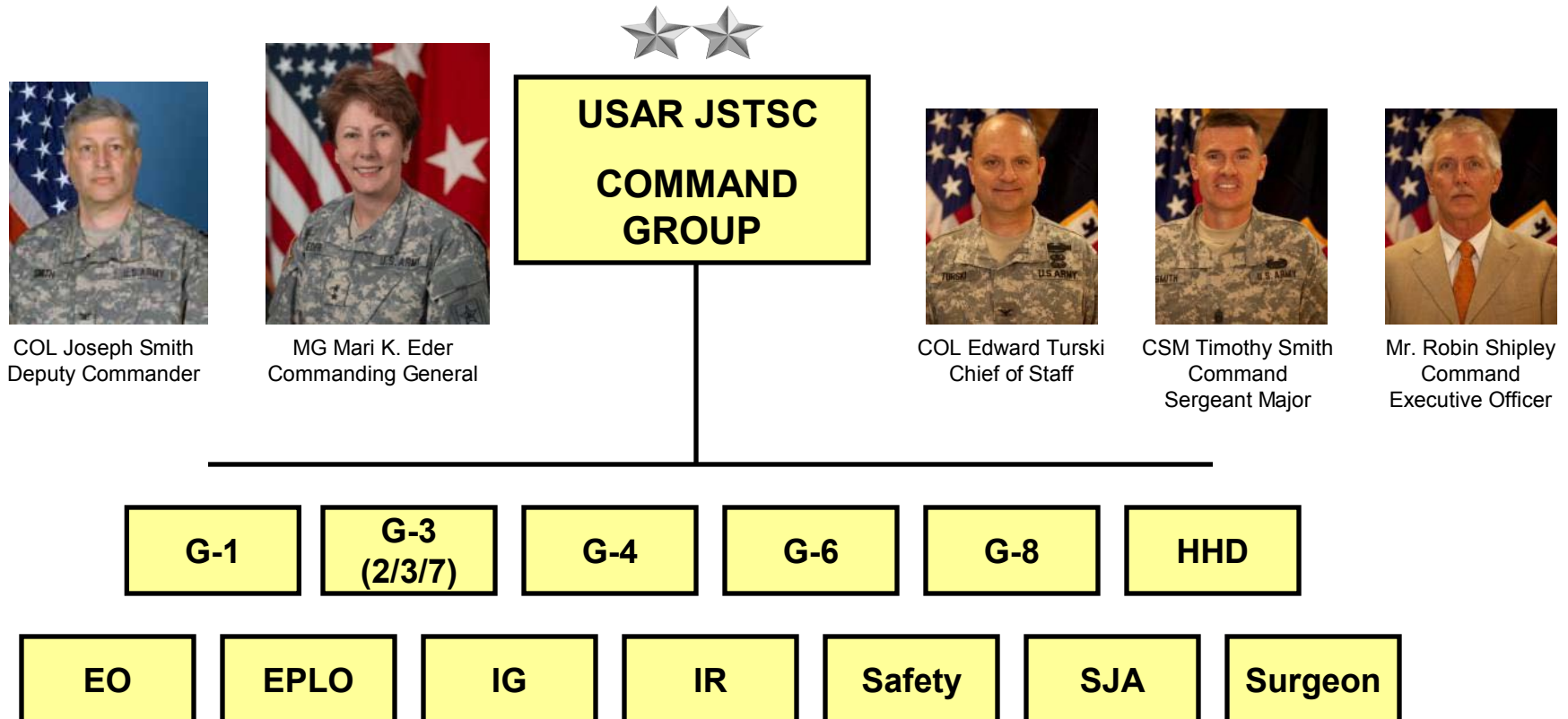
COMMAND GROUP



United States Army Reserve Joint and Special Troops Support Command



Command Organization

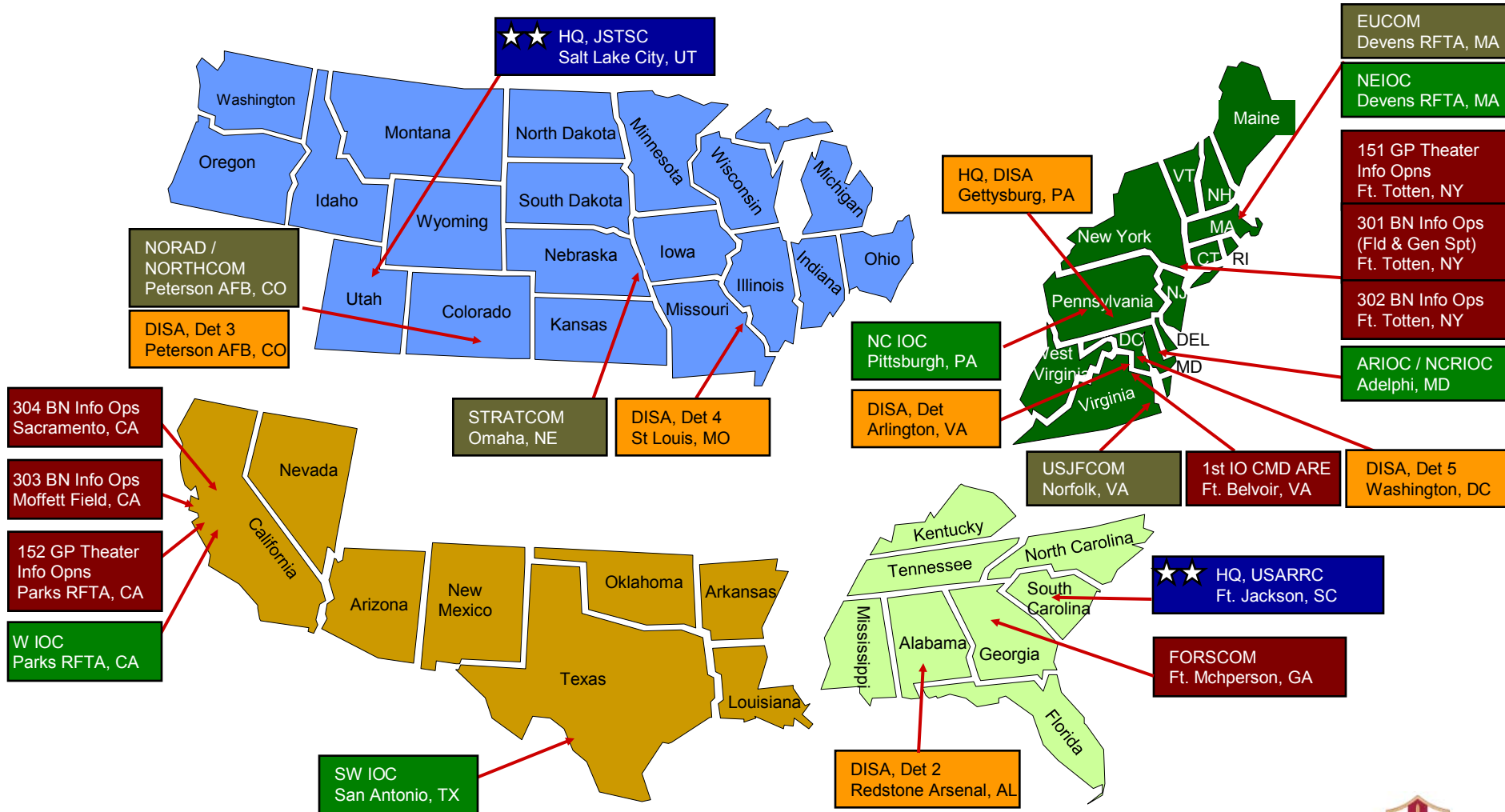




United States Army Reserve Joint and Special Troops Support Command



Unit Locations





Major General Mari K. Eder Commander

USAR Joint and Special Troop Support Command

Prior to assuming command of the USAR Joint and Special Troop Support Command, Major General Mari K. Eder was assigned as the Deputy Chief, Army Reserve. Major General Eder has over 32 years of Army service, both Active and Reserve.

Major General Eder has commanded at the company, battalion and brigade level. Her previous assignments include the U.S. Army's Deputy Chief of Public Affairs, commander of the 6th Brigade (Professional Development), 80th Division (Institutional Training) while concurrently serving on active duty as the Chief of Staff with the Reserve Forces Policy Board in the Office of the Secretary of Defense.

Major General Eder has had additional joint experience, serving with the U.S. European Command (USEUCOM) in Stuttgart, Germany where she was assigned as the Deputy Director of Public Affairs. There she directed theater media relations during Kosovo and at the inception of OEF. As a civilian, she served as the Director of Public Affairs at the George C. Marshall European Center for Security Studies in Garmisch-Partenkirchen, Germany. There she built the Center's strategic plan for marketing communications from the ground up and taught the role of a free press in democratic societies to government officials from over 36 nations. She is the author of numerous articles on strategic communication and communications transformation.

Major General Eder was born in Grove City, Pennsylvania. She holds Bachelors and Masters degrees in English from Edinboro University of Pennsylvania and the Master of Strategic Studies from the U.S. Army War College. She is also a graduate of Senior Executive and leadership programs at the National Defense University and the Army War College. She is an experienced speaker and guest lecturer and has served as an adjunct professor at the George C. Marshall European Center for Security Studies, the NATO School, and Sweden's International Security Command.

Personal awards include the Legion of Merit, six Meritorious Service Medals, four Joint Service Commendation Medals, four Army Commendation Medals, the Joint Service Achievement Medal, and the Army Achievement Medal, among others. She also holds the Office of the Secretary of Defense Staff Identification Badge and the Army Staff Identification Badge.



Colonel Joseph L. Smith

Deputy Commander USAR Joint and Special Troops Support Command

Colonel Joseph L. Smith, a native of Plattsburgh, N.Y., assumed duties as Deputy Commander, United States Army Reserve Joint and Special Troop Support Command on 1 April 2010. Prior to this assignment, he served as Deputy Commander, 7th Civil Support Command, with Headquarters in Kaiserslautern, Germany.

COL Smith graduated from Cumberland College, Williamsburg, KY in 1983 with a Bachelor's Degree in Education and Physical Education. He was commissioned as an Infantry Officer from the Eastern Kentucky University Reserve Officer Training Corps. He also earned a Master's Degree in Military Arts and Science in 2000 from CGSOC. His military education includes the Infantry Officer Basic Course, Armor, Quartermaster, and Civil Affairs Advance Courses, the Senior Transportation Officers Qualification Course, the Air Force Load Movement Course, the Army's Force Management College, the Combined Arms Senior Staff School, and the Army Command and General Staff College.

Prior to this assignment, COL Smith has held command and staff positions from Platoon Leader to Division Staff. He has been assigned to Fort Benning, GA, Fort Hood, TX, Taegu, Republic of Korea, Fort Leavenworth, KA, Fort Lawton, WA, Camp Zama, Japan, the Pentagon, Fort Dix, NJ, and Kaiserslautern, Germany.

COL Smith's decorations and awards include the Meritorious Service Medal with six Oak Leaf Clusters, Joint Service Commendation Medal, Army Commendation Medal with six Oak Leaf Clusters, Joint Service Achievement Medal, Army Achievement Medal with six Oak Leaf Clusters, National Defense Service Medal first award, Korea Defense Service Medal, Armed Forces Expeditionary Medal, Southwest Asia Service Medal with Bronze Star, Global War on Terror Expeditionary Medal, Global War Service Medal, Armed Forces Reserve Medal, Army Service Ribbon, the Overseas Service Ribbon second award, Army Reserve Components Overseas Training Ribbon fourth award, Expert Infantryman Badge, Combat Infantryman's Badge, Parachutist Badge and the Ranger Tab.

COL Smith has participated in Operations JUST CAUSE, IRAQI FREEDOM and ENDURING FREEDOM.



Colonel Edward E. Turski III

Chief of Staff

USAR Joint and Special Troop Support Command

COL Edward E. Turski III is a native of Missouri, assumed duties as the Chief of Staff, United States Army reserves Joint and Special Troops Command on 19 September 2009. Prior to this assignment, he served as Battalion Commander for the 1st Battalion 415th Infantry Regiment, 95th Training Division.

COL Turski received his ROTC commissioned to Second Lieutenant, Infantry, in August 1981. During his 28 years of Military Service, COL Turski's career has spanned assignments from Battalion to Joint Support Commands. His military career began as a Second Lieutenant with the 2/116th Armored Cavalry Regiment of the Idaho National Guard where he served as a Platoon Leader from August 1981 to May 1983. After graduating from Boise State University in May 1983, he attended the Infantry Officers Basic Course at Ft. Benning, GA. He was then assigned to the 1-502d Infantry Battalion, 101st Airborne (Assault) Division, Ft. Campbell, KY where he served as TOW Platoon Leader, Rifle Platoon Leader and Company Executive Officer from October 1983 to 1985. COL Turski then became the 2d Brigade S-1 until his promotion to Captain. He returned to Ft. Benning to attend the Infantry Officers Advance Course and the Infantry Officer's Maintenance Course until November 1987. He was assigned to 3rd Armored Division in Hanau Germany as the Security Plans and Operations Officer for the DPTMS until October 1988. In November 1988 he was assigned to 1-48 Mechanized Infantry Battalion where he served as the Assistant S-3, Acting S-3, and Echo Company Commander until December 1990. Upon completion of command, COL Turski was assigned as the 2d Brigade Assistant S-4 and deployed to Desert Shield and Desert Storm until May 1991. COL Turski was then assigned to Cadet Command with duty at Washington University, St. Louis, Missouri, where he was Assistant Professor Military Studies with responsibilities as Senior Recruiter for Army ROTC Regular and Nursing Scholarship students in Missouri and Illinois. COL Turski was in the Inactive Ready Reserves from 1993 until 1999. In March 1999, he re-entered the U.S. Army Reserves with the 10th Battalion, 104th Division, Phoenix, AZ, where he served as Battalion S-1, S-3, and then Instructor and Senior Instructor for the Command & General Staff Officers Course until May 2006. He was selected for Battalion Command and commanded 1-415 Infantry Regiment, 95th Division (The Drill Sergeant Battalion) until his selection in July 2009 as G-4 and now his current position as Chief of Staff for the Joint and Special Troops Support Command in Salt Lake City, UT.

He holds a Bachelor Degree in Marketing from Boise State University and is currently a 2nd year student in the MBA program at Webster University. His professional Military Education includes the Infantry Officer Basic and Advance Courses, Combined Arms Services School, and The Command and General Staff College.

COL Turski's awards and decorations include the Bronze Star Medal, Meritorious Service Medal with Oak Leaf Cluster, the Army Commendation Medal with two Oak Leaf Clusters; the Army Achievement Medal; Southwest Asia Ribbon (3 Campaign Stars); Kuwait Liberation Medal; Southwest Asia Service Medal; Valorous Unit Award; Combat Infantry Badge; Parachutist Badge; Air Assault Badge.

He is married to the former Cindy DeGuire from St. Louis, MO. They have four boys; Christopher, Jonathan, Bryan, and Daniel.



CSM Timothy Smith Command Sergeant Major

USAR Joint and Special Troop Support Command

Command Sergeant Major T.J. Smith is the first Command Sergeant Major of the USAR Joint and Special Troops Support Command. He was born and raised in Germany and entered the Army in 1982, serving on active duty for six years as a Military Policeman.

His leadership and staff positions include: Team Leader, 527th Military Police Company, in Mainz, Germany, and Military Police Investigations Section Sergeant, in Wiesbaden, Germany. He was a Squad Leader, Platoon Sergeant, Operations Sergeant, and First Sergeant, for the 220th Military Police Company in Golden, Colorado; and an Operations Sergeant in the 5025th Garrison Support Unit, on Ft. Carson. He was the First Sergeant for HHC, 493rd Engineer Group (Combat) and also served as the S-2 Section Sergeant and S-3 Sergeant Major.

He has served as a Command Sergeant Major at Battalion, Group, and Brigade levels.

His awards and decorations include the Combat Action Badge, the Bronze Star, the Meritorious Service Medal with one Oak Leaf Cluster, the Army Commendation Medal with four Oak Leaf Clusters, and the Army Achievement Medal with three Oak Leaf Clusters. His combat tours include the Gulf War, serving as a Squad Leader in the 800th Military Police Brigade; and the Iraq War serving as a Group Command Sergeant Major with the 1st Armored Division.

He holds Bachelor and Associate Degrees in Criminal Justice and is currently employed as a Deputy Regional Security Manager for the Department of Homeland Security / U.S. Citizenship and Immigration Service in Dallas, Texas.

He and his wife, Holly, reside in Ft. Worth, Texas and have two children; David and Scott.



USAR Joint and Special Troops Support Command Command Group

**Commanding General (TPU)
(801) 656-3300**

MG Mari Eder

**Deputy Commander (AGR)
(801) 656-3413**

COL Joseph Smith

**Chief of Staff (TPU)
(801) 656-3300**

COL Edward Turski

**Command Executive Officer (Civ)
(801) 656-3308**

Mr. Robin Shipley

**Executive Officer (TPU)
(801) 656-3300**

MAJ Raquel LeBlanc

**Command Sergeant Major (TPU)
(801) 656-3300**

CSM Timothy Smith

**HHD Commander (TPU)
(801) 656-3438**

CPT William Christensen

**Secretary (Civ)
(801) 656-3300**

Mrs Barbara Bock





MISSION STATEMENT

Provide C2 and Operational support to specialized Army Reserve Units; and the Army Reserve Elements of Combatant Commands, DOD Agencies and Army MACOMs.

Implement the Transformation of Reserve Forces by enhancing joint concept development and by providing flexible ready forces and capabilities ... all in support of the National Military Strategy.

VISION

**To empower and enable units
to be ready
to mobilize and deploy
whenever and wherever needed,
meeting and sustaining
the Army Reserve
standards of readiness**



USAR JOINT & SPECIAL TROOPS SUPPORT COMMAND / USAR READINESS COMMAND HISTORY

The USAR Joint and Special Troops Support Command (JSTSC) was redesignated on 1 June 2009 at Fort Douglas, Utah from the USAR Readiness Command, Fort Jackson, South Carolina. MG Mari K. Eder assumed command of the newly created USAR JSTSC on 1 June 2009. Other key leadership of the new command was COL Chris Lamoureux, Deputy Commander; COL Neal Black, Chief of Staff; CSM Timothy Smith, Command Sergeant Major and Mr. Robin Shipley, Command Executive Officer.

The USAR JSTSC originally had command and control or administrative control of twelve major subordinate units with a total authorized strength of 3,446. These units were the USAR Legal Command; Army Reserve Information Operations Command; Army Reserve Elements for US European Command, US Joint Forces Command, North American Aerospace Defense Command (NORAD), US Strategic Command, and Defense Information Systems Agency (DISA); FORSCOM Augmentation Unit; 151st and 152d Theater Information Operations Groups; 1st Information Operations Command; and the Emergency Preparedness Liaison Officer (EPLO) Program.

The USAR Readiness Command, activated on 16 October 1996, was originally comprised of 33 Department of Army civilians, 47 Active Guard and Reserve Soldiers, and 28 drilling Army Reserve Soldiers. The mission of the command during its first year was to assist the highest priority Army Reserve units to improve their readiness, as measured by the quarterly Unit Status Reports. The primary means of assisting these units were the ten readiness teams augmented by civilians and Reserve Soldiers assigned to the headquarters. The Teams were stationed in ten locations throughout the United States. A Logistics Readiness Branch, an Audit Branch, a Readiness Analysis Branch, and a Headquarters Support Branch were also assigned to the command to perform varying missions for the USARC, to perform the command's assigned missions, and to support the Team members and headquarters personnel.

Permanent Orders F-152-3 and F-152-12, both dated 4 December 1995, were published organizing the command effective 16 October 1996. The command was comprised of 47 AGR soldiers, 33 civilians, and 28 TPU with a total strength of 108.

MG Arthur H. Baiden III became the first commander. He was “dual-hatted” serving also as the Individual Mobilization Augmentee (IMA) Deputy Commander of the USARC.

Staffing began in May 1996 with five civilians transferring over from the inactivated 120th ARCOM. Ten unit assistance teams were located across the United States. The teams consisted of a Team Chief (05), Training Officer (04), Retention NCO (E8), and a LOG NCO (E7). The second weekend in October 1996, the Readiness Command held its first drill. About 15 TPUs joined members of the full-time staff in activating the unit. COL Sidney Allison was the unit's first Chief of Staff and SGM Ralph Greene was the senior NCO.

BG David Bockel assumed command in June 1997 and was promoted to Major General in November 1997. He also was “dual-hatted”. During his tenure, COL Donald



Major.

Rinzel served as the Deputy Commander, COL Edmund Ewing served as the Chief of Staff and SGM Maria Pope served as the command's Sergeant

In July 1997, Maj. Gen. Baratz, CG USARC, directed the Readiness Command to assess Army Reserve units for compliance to mobilization readiness standards. There were over 450 units located in every state and Puerto Rico and assessments had to be made once every two or three years. In 1999, The Logistics Branch designed and implemented a Command Logistics Review Program (CLRP) for the USARC G4. All USARC MSC HQ were to be assessed.

Also in 1997, the Readiness Command requested a flag and permission to design a distinguished unit insignia. Both were approved.

In June 1999, MG Bockel turned the command over to MG George W. Goldsmith, Jr. with COL Robert Smith serving as his Chief of Staff. In October 1999, MG Goldsmith's position was converted from IMA to TPU. COL Jerry Elder became the Command's second AGR Deputy Commander during MG Goldsmith's tenure. The command's first Command Sergeant Major, CSM Regina Bell, began her tour in May 2000.

On 3 July 2001, BG William B. Watson, Jr. assumed command. His Chief of Staff was COL Janis Karpinski with CSM Bell continuing as the Command Sergeant Major.

On 7 September 2001, LTG Plewes, CG USARC, assigned subordinate units to the Readiness Command. The first units joined the command effective 1 October 2001 with 25 units and 1500 additional personnel to be phased in during the following year. With this mission, the Headquarters reorganized. DCSPER, IM, and Budget and Finance sections were created. The Operations and Training Branch combined with the Readiness Assessment Branch and Plans and Mobilization Branch to become the DCSOPS. The Audit Branch became the IR while the Logistics Branch remained the same.

In the aftermath of 11 September 2001, as the Command assumed C2 of the first 11 units, mobilization of Army Reserve Soldiers began. From 1 October to 31 December 2001, 106 of the commands 640 new Soldiers were mobilized. In our nations continued Global War on Terrorism, mobilization of the command's Soldiers has not ceased. More than 60 percent of the command's Soldiers have been mobilized or reassigned to other commands to be mobilized.

On 21 December 2001, BG George W.S. Read assumed command and was promoted to Major General in June 2002. He was joined by CSM Posey Grier as Command Sergeant Major in February 2002. In June 2002, COL John Smith became the acting Chief of Staff. On 1 October 2002, COL Ennis (Jim) Whitehead was assigned as the Chief of Staff.

In late October 2002, the mission of the Command Assistance Assessment Teams was significantly changed. The teams were directed to increase unit assessments, focusing on reserve units which by coincidence the Army intended to mobilize for what became Operation Iraqi Freedom. From 1 November through 31 December 2002, 120 units were assessed, with a total of 275 units being assessed for the initial mobilization.

In 2003, the Army Reserve began a transformation. On 15 July 2003, the Command Assistance and Assessment Teams were transferred by LTG Helmly, CG USARC, to the ten newly named Regional Readiness Commands, and became Command Readiness Teams. On 1 October 2003, COL Wayne Bair was appointed as the new Deputy Commander. From that date forward, the command has continued to Command and Control subordinate units; Army Reserve Elements supporting the major Combatant Commands; those supporting DoD and



DA commands and agencies; and the Army Reserve Information Operations Command. On 5 June 2004, COL Bert Mizusawa was assigned as the Chief of Staff. Upon his promotion to Brigadier General, COL John Smith assumed the duties.

Effective 2 January 2006, COL Lewis M. Whisonant was assigned as the Chief of Staff. With COL Bair's retirement, COL Ronald Johnson assumed the duties of Deputy Commander on 22 January 2007.

The USARC Transformation Campaign Plan, published in March 2005, called for the USAR Readiness Command to be disestablished on 15 September 2008. However, on 8 June 2007, the Chief, Army Reserve, LTG Stultz, decided to retain and redesignate the Readiness Command as the USAR Joint and Special Troops Support Command and increase the number of units assigned.

Effective 28 June 2007, MG James P. Eggleton assumed command. CSM Grier's new AGR assignment took him to Fort McCoy where he began his new duties effective 25 June 2007. CSM David L. Belcher assumed the duties as the Command Sergeant Major on 17 September 2007.

In January 2008, LTG Stultz, Chief, Army Reserve decided to relocate the Readiness Command to Salt Lake City, Utah. After this decision was made the Command went under another structure change based on Army Reserve Transformation. Several of the command's units were realigned to several Operational and Functional Commands while simultaneously gaining several new units. This overall change was a net gain of approximately 115 Soldiers and aligned several specialty type units to this command.

Mr. Wayne Bair assumed the duties as the Command Executive Officer on 13 April 2008 and on 1 August 2008, COL Patrick Burns joined the team as Chief of Staff. COL Johnson retired as the Deputy Commander on 1 December 2008 and was replaced by COL Chris Lamoureux on 21 January 2009, with duty in Salt Lake City, Utah.

On 31 May 2009, MG James Eggleton retired with over 36 years of military service. Effective 1 June 2009, the Readiness Command was redesignated as the USAR Joint and Special Troops Support Command at Fort Douglas, Utah. MG Mari K. Eder assumed command of the new unit on 1 June 2009.

Other key leadership of the new USAR JSTSC was COL Chris Lamoureux, Deputy Commander; COL Neal Black, Chief of Staff; CSM Timothy Smith, Command Sergeant Major and Mr. Robin Shipley, Command Executive Officer. Upon COL Black's promotion to BG, COL Edward Turski was appointed as Chief of Staff in November 2009.

CREST



SYMBOLISM

**Red, white, and blue are our national colors
and reflects the commitment and readiness
to uphold the principles of freedom
upon which our country was founded.**

**The upright sword symbolizes military preparedness;
the key and quill underscore the organization's mission.**

PATCHES



**The motto and design of the unit patch and crest
were approved by the Institute of Heraldry
on 14 September 1998.**



SUBORDINATE UNITS



ARMY RESERVE LEGAL COMMAND Gaithersburg, Maryland



MISSION

**Command, control and support
assigned Army Reserve forces,
ensuring ready legal forces able to support
national strategy during peacetime,
contingencies and war;**

**Organize, train prepare and equip assigned and attached
Army Reserve units and individuals for mobilization
and reset forces returning from deployment to
generate and maintain legal forces able
to seamlessly integrate with all components;**

Conduct legal services operations.

Commander: BG Gill Beck



ARMY RESERVE INFORMATION OPERATIONS COMMAND (ARIOC) Adelphi, Maryland

<p>North East Element IOC South West Element IOC North Central Element IOC National Capital Region Element IOC Western Element IOC</p>

MISSION

**Provide Network Information Assurance,
Computer Network Operations
and Network Defense
in support of Army and Joint Commands
to achieve information superiority of cyberspace**

**Commander: COL John Diaz
Senior NCO: SGM Frank Olmstead**



ARMY RESERVE ELEMENT US EUROPEAN COMMAND (USEUCOM)

Devens, Massachusetts



MISSION

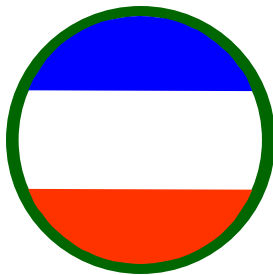
The USEUCOM Army Reserve Element will support the Headquarters, United States European Command (HQ USEUCOM) Directorates and Special Staff with/by providing trained, physically fit, and technically competent Army Reserve Soldiers to assist The command in meeting its theater mission objectives of maintaining ready forces to conduct the full range of operations unilaterally or in concert with coalition partners; enhancing transatlantic security through the support of NATO; promoting regional stability; counter terrorism; and advance U.S interests in the area of responsibility.

Commander: COL Peter L. Croteau
Senior NCO: MSG Warren E. Beard



FORSCOM AUGMENTATION UNIT (FAU)

Fort McPherson, Georgia



MISSION

The FORSCOM Augmentation Unit (FAU) provides trained and ready Soldiers to Commanding General of the U.S Army Forces Command (FORSCOM) to help support Combatant Commanders' war fighting and peacekeeping requirements on a worldwide basis during exercises and national crises.

Commander: COL Margaret E. Barnes
Senior NCO: SGM Paulette Williams



ARMY RESERVE ELEMENT US JOINT FORCES COMMAND (USJFCOM) Norfolk, Virginia



MISSION

Maximize the nation's future and present military capabilities by leading the transformation of joint forces through enhancing joint concept development and experimentation, identifying joint requirements, advancing interoperability, conducting joint training and providing ready forces and capabilities – all in support of combatant command.

**Commander: COL James Bullion
Senior NCO: MSG Tysor**



ARMY RESERVE ELEMENT NORTH AMERICAN AEROSPACE DEFENSE COMMAND (NORAD) Peterson AFB, Colorado



MISSION

**Continuously provide world-wide detection,
validation and warning of an aerospace
attack on North America and
maintain continental aerospace control,
to include peacetime Air Sovereignty Alert and
appropriate aerospace defense measures in
response to hostile actions against
North America.**

**Commander: LTC Willard Lipe
Senior NCO: SSG Teresa Triplett**



ARMY RESERVE ELEMENT US STRATEGIC COMMAND (USSTRATCOM) Offutt AFB, Nebraska



MISSION

Establish and provide full-spectrum global strike, coordinated space and information operations capabilities to meet both deterrent and decisive national security objectives. Provide operation space support, integrated missile defense, global C4ISR and specialized planning expertise to the joint warfighter.

**Commander: LTC Michael DeBolt
Senior NCO: MSG Brian Stewart**



ARMY RESERVE ELEMENT DEFENSE INFORMATION SYSTEMS AGENCY (DISA) Gettysburg, Pennsylvania

Det 1	Gettysburg, PA
Det 2	Redstone Arsenal, AL
Det 3	Ft Carson, CO
Det 4	St Louis, MO
Det 5	Washington, DC



MISSION

DISA is a combat support agency responsible for planning, developing, fielding, operating, and supporting command, control, communications, and information systems that serve the needs of the President, Vice President, the Secretary of Defense, the Joint Chiefs of Staff, the Combatant Commanders, and the other Department of Defense (DOD) Components under all conditions of peace and war.

Commander: MAJ Aaron S. Hall
Senior NCO: SGM Jon Tomsen



151st THEATER INFORMATION OPERATIONS GROUP (TIOG)

Fort Totten, New York

**301st Information Operations Battalion
(Field Support Battalion)
Fort Totten, NY**

**302d Information Operation Battalion
(General Support Battalion)
Fort Totten, NY**

MISSION

**The 151st Theater Information Operations Group (TIOG)
recruits, trains deploys and retains regionally focused,
culturally oriented teams to plan, conduct and assess
Information Operations in support of
combatant commanders worldwide.**

**Commander: COL Calvin C. Dewitt
Senior NCO: CSM Warren Whitted**



152nd THEATER INFORMATION OPERATIONS GROUP (TIOG)

Camp Parks, California

**303d Information Operations Battalion
(Field Support Battalion)
Moffet Field, CA**

**304th Information Operation Battalion
(General Support Battalion)
Sacramento, CA**

MISSION

**The 152nd Theater Information Operations Group (TIOG)
recruits, trains deploys and retains regionally focused,
culturally oriented teams to plan, conduct and assess
Information Operations in support of maneuver commanders
across the entire spectrum of Information Operations.**

**Commander: COL Robert M. Marchi, Jr.
Senior NCO: SGM Mark D. Lauterbach**



1ST INFORMATION OPERATIONS COMMAND

Fort Belvoir, Virginia



MISSION

1st Information Operations (IO) Command (Land) provides IO support to the Army and other military forces through deployable IO support teams, IO reach-back planning and analysis, and the synchronization and conduct of Army computer network operations (CNO), in coordination with other CNO and network operations stakeholders, to operationally integrate IO, reinforce forward IO capabilities, and to defend cyberspace, in order to enable IO throughout the information environment.

Commander: LTC John Santini



EMERGENCY PREPAREDNESS LIAISON OFFICER (EPLO) PROGRAM

MISSION

**Provide DoD and Service Liaison with Federal
Regional Organizations and Agencies**

**Facilitate Planning, Coordination, and Training for
Military Support to Civil Authorities and
National Security Emergency Preparedness**

**Advise Federal Agencies and Organizations on
DoD and Service Capabilities and Resources;
Advocate Mutual Support Required by DoD**

**Augment DoD Response to
Domestic Emergency Operations**

OIC : COL Marla Mann



Unit Contributions to The Global War on Terrorism

Army Reserve Information Operations Command (ARIOC)

Providing continuous in-theater support to USCENTCOM, USPACOM, and 1st Information Operations Command by deploying teams to complete information assurance, computer network defense, and full-spectrum information operations.

Joint Forces Command (JFCOM)

Provided 77 soldiers either mobilized or on active duty this year in support of the GWOT, JCOA, OIF and OEF. Our soldiers have supported operations in Iraq, Kuwait, Afghanistan, Cuba and Africa.

Defense Information Security Agency (DISA)

DISA has mobilized and or deployed Soldiers in support of OEF/OIF. The unit has had Soldiers serving in Iraq, Kuwait, Afghanistan, Europe and CONUS while attached to or supporting DISA Europe, the 335th Theater Signal Command, the 101st Airborne Division, the 10th Mountain Division and several logistical and medical units. Missions have included managing and supporting the Southwest Asia information network (300 domain controllers and 80,000 users/computers), providing network administration for a field hospital and serving as the NCOIC of the J6 Knowledge Management Office.



***BATTLE
ASSEMBLY
INFORMATION
and
POLICY LETTERS***



MOBILIZATION

The Joint and Special Troop Support Command (JSTSC) HQ does not have a mobilization mission. However mobilization is a key word you will hear again and again during your assignment with any Reserve unit. Mobilization means that you, individually, or your unit has been called to Active Duty, by either the President of the United States or by Congress in a declared "state of War." Annually, you will be required to attend a mobilization briefing. You, as the individual Soldier, must ask questions until you are fully aware of all aspects of the mobilization process and how it will affect you and your family so that they are also aware of what will happen during a period of mobilization. Neither the unit nor you will have time after mobilization to explain the process. This preparation should also include putting all of your personal affairs in order. During the in-processing phase, you will be provided information and assistance in this area.

CIVILIAN EMPLOYMENT

A good working relationship between you, your civilian employer and the United States Army Reserve is a MUST. Your employer has an obligation to allow you to attend all of your scheduled training assemblies and your 2 weeks of Annual Training. You, as the individual reservists, have an even greater responsibility to inform your employer, or prospective employer, that you are a member of the United States Army Reserve and to provide to that employer, at the earliest possible time, a complete schedule of your weekend and Annual Training dates. The sooner your employer has this information the better he or she can schedule your time off for the training dates. You will be provided with the next fiscal year (October through September) weekend drill schedule and Annual Training dates (normally fragmented). This schedule should immediately be presented to your supervisor and discussed with them. We also recommend that you regularly talk to your immediate supervisor concerning your upcoming battle assembly dates--approximately 30 days before each scheduled battle assembly or annual training. This will accomplish 2 things:

- a. First, it will refresh the supervisor's memory of the upcoming battle assembly dates;
- b. Second, and perhaps most importantly, it will reinforce to your employer your concerns with his or her scheduling and production requirements.

PARTICIPATION REQUIREMENTS

- a. WEEKEND BATTLE ASSEMBLIES (IDT) - You are required to attend 48 battle assembly periods each year. You are paid for two (2) full days pay for each day of attendance. You actually only attend 24 days per year, but are paid for 48. A battle assembly period must be at least 4 hours duration. You can have no more than 2 battle assembly periods in any 24-hour period. You may participate in (PT) Physical Training during a battle assembly weekend. The First Sergeant and your section sergeant will let you know in advance, usually in formation, when you need to bring your PT clothing. It will also be listed on the upcoming month's training schedule.



b. ANNUAL TRAINING (AT) - You are required to attend two (2) weeks of Annual Training during each training year unless excused by proper authorities. During annual training, you will be paid your regular full-time military pay and allowances (one days pay for one day of duty), based on your current pay grade and length of service at that time. Pay will be determined by the actual number of days of your duty, as listed on your ADT orders.

c. OTHER REQUIREMENTS - Absences may be excused ONLY by the

HQ Detachment Commander and ONLY by filling out a "Rescheduled Training (RST) Form at least one month in advance. The only other excusable absences without at least one-month advance notice would be because of sickness, injury, or emergencies beyond your control. Your first line supervisor or your section sergeant must be notified of any emergencies, which would preclude your attendance prior to the scheduled battle assembly. Your emergency information will be provided to the Headquarters Detachment to obtain an official authorized absence. If you are sick, you may be required to provide a doctor's statement stating that because of your illness you were unable to attend the scheduled drill period. Employment conflicts, overtime, schooling, and loss of income are not considered justification for being absent from a battle assembly period. If you have such a conflict, you should immediately contact your first line supervisor and discuss the problem with them. If you do not attend a battle assembly weekend you will not get paid, and you will collect four (4) "U's" for unexcused absences.

d. UNAUTHORIZED ABSENCES - What are U's? If you do not have permission or authorization to miss a battle assembly period, you will be charged with an absence. This means you will be given a "U" for each period you were absent. If you miss an entire weekend battle assembly, you could receive four (4) "U's" because you will have missed four (4) periods. If you accumulate nine (9) or more unexcused absences (U's) within a one-year period, you will be declared an unsatisfactory participant. This one-year period begins on the date you receive your first unexcused absence. If you become an unsatisfactory participant, you may be prohibited from attending any future battle assemblies, transferred to the Control Group, or you could be recommended for discharge from the United States Army Reserve under other than honorable conditions. Unexcused absences could also adversely affect your promotion possibilities. Communication will prevent unexcused absences.

FORMATIONS

Normally, formations will be held at the beginning and end of each training day. You are expected to be in formation at the appointed time. Failure to do so may result in loss of pay for that battle assembly period, and you could be given a "U" for unsatisfactory performance. You will be notified at least one battle assembly weekend prior of any change in the scheduled formation time.

Please note: The IDT Attendance Roster is the main way Army Reserve units track Soldier attendance and accurate individual pay. Prior to formations is when the attendance roster is signed. It is your responsibility to make sure you have signed for the appropriate battle assembly period at each formation. If by the end of the weekend you have not signed for all the battle assembly for which you were present, it will adversely affect your pay and you may



inadvertently receive a U-Letter in the mail, even though you were present. You can avoid these problems by taking personal responsibility for your attendance and pay.

UNIFORM AND APPEARANCE

Unless instructed otherwise, the USAR JSTSC uniform is the ACU with beret. During the winter months, it usually includes the field jacket and gloves. If you are new to the unit and the U.S. Army Reserves and have not received your military issue yet, dress appropriately for the season. Once a year the unit will have a Class A inspection.

TRAINING SCHEDULE

The unit training schedule is the official document that requires your attendance at certain times and to certain events and designates the day's activities. See the bulletin board for each month's activities.

PAY

You are responsible for notifying your first line supervisor, or your section Sergeant of any actions requiring changes to your pay records. Some of the most common problems or changes to notify them of are as follows:

- a. Change of Address
- b. Non-receipt of your drill pay automatically into your bank account
- c. Change in tax withholding exemptions
- d. Change in marital status
- e. Change in banks and or account to which you want your pay directed.

EVERY SOLDIER IS REQUIRED TO HAVE SURE PAY. Some of the changes will require your signature to authorize the change. It is also your responsibility to ensure your pay is processed. Please make sure you sign the IDT pay roster by morning and end of day formations, so that you will receive the appropriate amount of pay and be accurately credited for attending the proper number of battle assemblies you were present for.

YOUR PERSONAL "PERSONNEL" RECORDS

You are responsible and must ensure that your Military Personnel Files (MPF) is in order. Important items that regularly need updating include, but are not limited to, the following:

- a. Your record of military service, including new unit assignments;
- b. Schools attended;
- c. Promotions and Awards;
- d. Record of Emergency Data (DD 93 Form)
- e. Serviceman's Group Life Insurance Elections and Certificate (SGLV-8286)
- f. Statement of Retirement Points – DARP 249E
- g. Personnel Records (2-1, 2a, ORB, ERB)

It is your responsibility to review your record at least annually, usually during your birth month. This annual review allows you the opportunity to determine that the above captioned records, and other important documents in your MPRJ, such as your yearly retirement point calculations,



are accurate, and if not, corrected and update. For instance, information on the DD 93 Form and SGLV-8286, such as your current address and designated beneficiaries, commonly change in a Soldier's military career. It is your responsibility to ensure that your dependents are protected and are eligible to receive your entire benefits in the event of your death. Additionally, you should review your entire record to ensure promotions, military and civilian schooling, and any awards earned are added to your records. You should bring copies of such documents, especially those earned during the previous year, with you to the battle assembly on your birth month. Many of your items can be checked at <https://www.2xcitizen.usar.army.mil>.

UNIT BULLETIN BOARD

The unit bulletin board is an important source of information to you. It contains information on important items such as: proper wearing of brass and insignia, military courtesy, haircut policies, current training schedules, enlisted rating schemes, pay charts, Inspector General (IG) information, current USARC bulletins, and other general items of information. You should make it a habit to read the bulletin board at least once during each battle assembly weekend.

ENLISTED CAREER DEVELOPMENT

In order to improve your promotion opportunities, you are encouraged to take advantage of the education programs available to you through the Army Reserve programs. Completion of education courses including military extension courses, are recorded in your personnel file and reflects additional promotion points for you. There are certain educational requirements for promotion. You are encouraged to review Army Regulation 600-8-19, which governs promotion eligibility requirements for the reserve personnel. Questions you have concerning promotions eligibility should be directed to your first line supervisor. If they do not have the answer they can direct you to the proper individual or obtain the answer for you. For Educational Assistance requirements, you should contact the Unit Training Officer.

DETAILS

Unit members can expect to perform certain duties, or "details," that are required within any military organization, such as flag, police call, and cleanup.

AWARDS AND DECORATIONS

The Army Reserves has several awards that can be authorized for presentation to individuals who perform their duties in an exceptional manner. Examples of these are the Army Achievement Medal (AAM), the Army Commendation Medal (ARCM), and the Meritorious Service Medal (MSM). As the name would imply, the MSM usually entails an extended period of exceptionally meritorious service. These awards are very competitive and individuals must be recommended by their First Line Supervisor. Those recommended must also be favorably endorsed through each command headquarters to the approving authority. One award that is provided is the Army Reserve Components Achievement Medal (ARCAM), given for satisfactory performance for three consecutive years. Similarly, the Armed Forces Reserve Medal (AFRM) is provided for 10 years of Reserve duty. All of these awards will give you additional points for promotion.



PRIVACY ACT

The Privacy Act of 1974 requires that, except in uses listed below no information will be released to the public without your consent. However, records may be disclosed to officials and employees of the Department of Defense, Army Federal Record Centers and other military in performance of their duties when their use is compatible with the purpose for which the record is maintained (e.g., promotions, reassignments).

WEIGHT AND PHYSICAL CONDITION

You are required to maintain your weight and physical condition at a level, which will permit you to perform your military duties in an adverse combat environment (meaning extreme cold or heat). If you fail to maintain your weight within the standards of AR 600-9 or physical condition within standards of FM 21-20, action to remove you from the unit may occur. You will also be suspended from favorable actions (FLAGGED), such as consideration for promotion, military schools (thus preventing you from enhancing your own military career or promotion possibilities), reassignment, and possibly reenlistment (under certain conditions you may be allowed to extend your current enlistment).

NCO EVALUATION REPORT/OFFICER EVALUATION REPORTS

An annual NCOER/OER is required for all members in the rank of SGT and above. The unit rating scheme will be posted on the unit bulletin board. The NCOER/OER is designed to provide job performance evaluations to assist in the effective utilization and career management of the service member, and to serve as a tool for obtaining information essential for promotion and qualitative retention purposes.

CHAIN-OF-COMMAND

Within this unit, as within any military organization, you are expected to use your chain-of-command. If you have a problem, or an idea, use your chain-of-command. Enlisted soldiers can also use the NCO Support Channel to resolve issues. The HHD Commander maintains an "Open Door Policy"; however, he does require that before you use this resource, you give your chain the opportunity to correct the problem or to submit your idea. If the issue is still not effectively resolved, you are encouraged to make use of the open door policy.

FULLTIME UNIT SUPPORT PERSONNEL

The full time unit support personnel are available on a daily basis to give you the assistance you need and to provide information about your assignment and duties. They are experts in their respective areas and can assist you in any activity you wish to pursue. The fulltime staff of this unit is listed below, and the major area of each individual is shown. They can be contacted between the hours of 0800 - 1630. If you need to visit the Reserve Center to talk with one of these individuals, we suggest you contact them first by telephone to make sure they will be present as they could have obligations, which could require them to be absent from the Reserve Center during the week.



Unit Administrator - 801-656-3343
Personnel NCO - 801-656-3439

RETIREMENT POINTS (AR 140-185)

For a normal weekend Battle Assembly (Saturday & Sunday), a Soldier gets pay equivalent to four (4) days, which equals four (4) retirement points. When a Soldier is on Annual Training (AT), they receive one days pay for each day on AT, and one retirement point per day. A Soldier needs a minimum of 50 retirement points in a 12-month period to have a qualifying "good" year. The maximum IDT points that can be credited to the Soldier are 60. There is no limit on active duty points.

RESCHEDULED DRILL (RST) (AR 140-1)

RST will be used to increase flexibility in scheduling training activities that directly affect the unit's training status. The commander will ensure the RST is not abused and that the Soldier performing the RST is contributing directly to the unit's mission. RST must be approved by the HQ Detachment Commander before drill. It must be performed within 60 days (before or after) the regularly scheduled drill.

SPONSOR

You have been assigned a sponsor who will take you around the center to oversee your in-processing. Your sponsor should answer any questions you will have. If for some reason they do not or you still have questions, feel free to call any of the full time support personnel previously listed.

CRITIQUE

A sponsorship/in-processing after action critique questionnaire is included in your Welcome Packet. After you have in-processed and had a chance to get "settled", please provide us your assessment of our Sponsorship Program.

USAR JSTSC POLICY LETTER INDEX

No.	Memorandum Number and Title	DATE SIGNED	DATE EDITED
1	Open Door Policy	10-Dec-09	
2	Casualty Assistance	9-Aug-09	
3	Civilian Security Clearances	11-Dec-09	
4	Army Weight Control Program (AWCP)	13-Dec-09	
5	Unit Coin Medallion Policy	13-Dec-09	
6	Military Duty Hours & Physical Fitness Program	1-Aug-09	
7	Civilian Personnel (Hrs of Work/Phy Fitness)	8-Aug-09	
8	Noncommissioned Officer Development Prog	21-Dec-09	
9	Recognition & Awards for Mil & Civ Personnel	21-Dec-09	
10	Sexual Assault Response Coordinator (SARC) and Unit Victim Advocate (UVA)	21-Dec-09	
11	Reserve Officer Training Corps (ROTC)/ Simultaneous Membership Program (SMP)	21-Dec-09	
12	Reenlistment Bonus Control Numbers	21-Dec-09	
13	Soldier Accountability Program	21-Dec-09	
14	Duty Appointment Retention NCO (DARN)	21-Dec-09	
15	Substance Abuse Policy Letter	21-Dec-09	
16	Uniform & Flight Requirements During Official Military Travel	21-Dec-09	
17	Officer Tenure & Extension Policy	21-Dec-09	
18	Medical & Legal Travel	21-Dec-09	
19	Conditional Releases	21-Dec-09	
20	Prevention of Sexual Harassment in the Workplace	21-Dec-09	
21	Workplace Violence	21-Dec-09	
22	Affirmative Employment Prgm for Minorities & Women	21-Dec-09	Recinded
23	Equal Opportunity & Treatment	21-Dec-09	
24	Soldier Participation in Gang or Extremist Organizations & Activities	21-Dec-09	
25	OERs Requiring Evaluation by Command Group	21-Dec-09	
26	Sponsorship of New Soldiers	21-Dec-09	
27	Consumption of Alcohol	6-Jan-10	
28	Animals in the Workplace	6-Jan-10	
29	NCOERs & OERs Required Upon Transfer, Retirement and Discharge	6-Jan-10	
30	The Lautenberg Amendment	6-Jan-10	
31	Unit Initiation of Involuntary Separation for Misconduct - Abuse of Illegal Drugs	6-Jan-10	
32	Exercise of UCMJ Authority & Reporting Requirements	6-Jan-10	
33	Non-Commissioned Officer Evaluation Reports	6-Jan-10	
34	Military Awards	6-Jan-10	
35	Junior & Senior Enlisted Promotion Guidance	6-Jan-10	
36	Temporary Duty (TDY) Travel Policy	6-Jan-10	
37	Critical & Timely Processing of NCOER & NSPS Civilian Performance Ratings	6-Jan-10	
38	Participation in Religious Services	6-Jan-10	
39	JSTSC Lodging-in-Kind Program	7-Jan-10	

USAR JSTSC POLICY LETTER INDEX

No.	Memorandum Number and Title	DATE SIGNED	DATE EDITED
40	Use, Safeguarding, & Acquisition of Gov't Issued	1-Feb-10	
41	FY 10 Food Program Guidance	7-Jan-10	
42	Attendance Policy for the NCO Education System	20-Aug-09	
	Memorandum for JSTS Staff ---Contingency Operation-Active Duty For Operational Support (CO-ADOS) Voluntary Mobilization Request	26-Oct-09	

USAR JSTSC G-1 RESPONSIBILITY ROSTER

<u>Function</u>	<u>Primary</u>	<u>Alternate</u>
ADCO/ASAP	Ms. Helen Hodge	Ms. Robin Miller
AGR Management	CW3 David Hinkson	SFC Julie Atkins
AGR Position Management	SFC Julie Atkins	Ms. Robin Miller
Awards (Military)	SFC Celia Reyes	SGM John Santos
Awards (Civilian)	Mr. Jim Otto	Ms. Robin Miller
Civilian Personnel Management	Mr. Jim Otto	Ms. Robin Miller
Command Assignment Boards	Ms. Robin Miller	
Conditional Release	SFC Julie Atkins	
Congressional/Special Inquiries	Ms. Robin Miller	CW3 Hinkson
Correspondence Management	Ms. Theresa Brown	
Education Assistance	Mr. Danny Sanchez	
EEO Program (Civilian)	Ms. Robin Miller	
EO Program (Military EOA)	807th/Mr. Cory Weaver	
EPLO Management	Ms. Marla Mann	Ms. Heather Parks
Evaluations - Civilian	Mr. Jim Otto	Ms. Robin Miller
Evaluations - Enlisted TPU & AGR	SGM John Santos	SFC Julie Atkins
Evaluations - Officer	SGM John Santos	SFC Julie Atkins
Family Care Plans	Ms. Amelia Bourne	
Family Readiness	Ms. Amelia Bourne	
FEDS-HEAL (Physicals)	Ms. Theresa Brown	
Files Management	Ms. Theresa Brown	
Forms Management	Ms. Theresa Brown	
For Official Use Only Information	Ms. Theresa Brown	
IG (<i>No Full Time Support</i>)	807th MEDCOM	
IPERMS/IWS	SFC Julie Atkins	Ms. Robin Miller
Information Assurance Program	Ms. Robin Miller	
Lautenberg Amendment	SFC Julie Atkins	
Leave (CONUS/OCONUS) &	SFC Julie Atkins	
LOD Investigations	Ms. Theresa Brown	
Mgmt Info Control System (MICS)	Ms. Theresa Brown	
MEDPROS	Ms. Theresa Brown	
Office Symbols	Ms. Robin Miller	
Orders Processing	SFC Julie Atkins	
PAO (<i>No Full Time Support</i>)	LTC Ronald McLean	
Pay Requests AGR/Mobilized Personnel	CW3 David Hinkson	SFC Julie Atkins
PERMS (F2F)	SFC Julie Atkins	
Personnel Systems & Reports	SFC Julie Atkins	
Privacy Act and FOIA Programs	Ms. Robin Miller	
Profiles	Ms. Theresa Brown	
Promotions - Enlisted	SFC Julie Atkins	
Promotions - Officer	SFC Julie Atkins	
Publicatons Managemaent	Ms. Theresa Brown	
Printing Management	Ms. Theresa Brown	
Reclassification - Enlisted	SFC Julie Atkins	
Reclassification - Officer	SFC Julie Atkins	
Retention - AGR	CW3 David Hinkson	SGM John Santos
Retention - TPU	SFC Julie Atkins	Ms. Robin Miller
RLAS - Personnel POC	SFC Julie Atkins	Ms. Robin Miller
RLAS - Permissions	SFC Julie Atkins	Ms. Robin Miller

USAR JSTSC G-1 RESPONSIBILITY ROSTER

<u>Function</u>	<u>Primary</u>	<u>Alternate</u>
SJA	LTC Baird	COL Esposito
Suicide Prevention	SFC Julie Atkins	
Sexual Assault Prevention and Response Program (SAPR)	SFC Julie Atkins	SGM John Santos
Time Cards for Command	Mr. Jim Otto	Ms. Shelley Sanchez
TPU Vacancies (REQUEST)	SFC Julie Atkins	
UPL	SFC Julie Atkins	
Weight Control Program	SFC Julie Atkins	

<u>email</u>	<u>Point of Contact</u>	<u>Phone #</u>	<u>FAX #</u>
david.goeres@usar.army.mil	COL Dave Goeres	801-656-3385	801-656-3452
mark.s.robertson@usar.army.mil	MAJ Mark Robertson	801-656-3500	801-656-3451
david.g.hinkson@us.army.mil	CW3 David Hinkson	801-656-3440	801-656-3452
donna.hardcastle@usar.army.mil	CW3 Donna Hardcastle	801-656-3431	801-656-3452
saint.santos@usar.army.mil	SGM John Santos	801-656-3423	801-656-3452
robin.miller@usar.army.mil	Ms. Robin Miller	801-656-3386	801-656-3452
julie.atkins@usar.army.mil	SFC Julie Atkins	801-656-3439	801-656-3452
celia.l.reyes@usar.army.mil	SFC Celia Reyes	801-656-3391	801-656-3452
james.l.otto@usar.army.mil	Mr. Jim Otto	801-656-3625	801-656-3452
theresa.m.brown@usar.army.mil	Ms. Theresa Brown	801-656-3482	801-656-3452
amelia.bourne@usar.army.mil	Ms. Amelia Bourne	801-656-3400	801-656-3452
helen.hodge2@usar.army.mil	Ms. Helen Hodge	801-656-3402	801-656-3452
cory.weaver@usar.army.mil	807th/Mr. Cory Weaver	801-656-3410	801-656-3319
danny.sanchez1@usar.army.mil	Mr. Danny Sanchez	801-656-3402	801-656-3416
ronald.mclean@usar.army.mil	LTC Ronald McLean	801-656-3341	801-656-3342
ruby.martinez@usar.army.mil	Ms. Ruby Martinez	801-656-3332	801-656-3422
shelley.sanchez@usar.army.mil	Ms. Shelley Sanchez	801-656-3331	801-656-3422
marla.mann@usar.army.mil	Ms. Marla Mann	801-656-3344	801-656-3452
heather.parks@usar.army.mil	Ms. Heather Parks	801-656-3380	801-656-3452

USAR JSTSC G-4 RESPONSIBILITY ROSTER

<u>Function</u>	<u>Point of Contact</u>	<u>Unit Phone</u>	<u>Work Phone</u>
G-4/Supv LMS	Marcus R. Sanders	801-656-3488	801-656-3488
Chief	LTC Randy Lowe	801-656-3489	801-775-2173
Log Officer	MAJ Laura J. Goode	801-656-3490	801-775-2061
Property ACCT TECH	VACANT		
LMS (LIK, Food Service, GPC)	Mr. Michael Hankins	801-656-3492	801-656-3492
LMS (KYLOC, PBUSE, CIF ISM)	Mr. Tracy Stapley		801-656-3491
LMS	Mr Art Pluim	801-656-3434	801-656-3434
LMS	VACANT	803-751-1893	803-751-1893
Supply SGT	SGT Colderon		
LOG Management TECH	Mr. Kevin Smith	801-656-3487	801-656-3487



***FINANCE
AND
EDUCATION***

THE PAY PROCESS

The Reserve pay process varies by population. Here are a few basic principles to help you better understand how the pay process works for each Reserve category:

Pay Process by Reserve Soldier Category

AGR

Active Guard Reserve (AGR) soldiers work full-time and are paid the same way as Active Duty counterparts. Each soldier belongs to a command. A designated Defense Military Pay Office (DMPO) services the command where the chain of command sends in pay documents to update the soldier's account. Once loaded on the pay system, AGR soldiers receive their pay on a continuous basis without submitting any additional documents to the finance office. Documentation is required when the soldier wishes to adjust his/her pay account.

AGR soldiers must also submit a copy of their promotion order to the servicing DMPO for input into the system. In contrast, this process is automatic for AC soldiers via a computer interface with the personnel system.

If you are an AGR soldier, pay inquiries should be made through your chain of command. They, in turn, will contact the DMPO. For more information regarding AGR pay, per diem, COLA, OHA and BAH rates, visit the DFAS Military Pay Web site at <https://secureapp2.hqda.pentagon.mil/perdiem/>. For more information on military pay tables, visit <http://www.dod.mil/dfas/militarypay.html>.

TPU

Troop Program Unit (TPU) soldiers work part-time and receive pay only when they perform duty. Pay is by exception: when a TPU soldier performs duty, he/she submits paperwork and the system manually inputs the pay.

The Unit Administrator (UA) usually handles a TPU soldier's pay. The UA submits drills, duty orders, travel and other administrative change documents to the pay account of the soldier's servicing Reserve Component Pay Support Office (RCPSO).

Exception: The only time that the UA does not do the TPU soldier's pay is when the soldier is performing duty of 30 days or more (this includes travel time) and the duty location has a local finance office. In this case, the soldier must report to the local finance office for pay processing.

If you are a TPU soldier, all pay inquiries must go through the chain of command starting with the UA, then the 1SG and company commander. If your inquiry is not resolved satisfactorily, contact the pay point of contact at your Reserve Support Command (RSC). Visit DFAS Military Pay Web site at <https://secureapp2.hqda.pentagon.mil/perdiem/> for per diem, COLA, OHA and BAH rates or <http://www.dod.mil/dfas/militarypay.html> for military pay tables.

IMA, DIMA, IRR, JRU, Selective Service

Drilling Individual Mobilization Augmentee (DIMA), Individual Mobilization Augmentee (IMA), Selective Service (SS), Joint Reserve Unit and (JRU), Individual Ready Reserve Pay (IRR):

All of the soldiers in these categories work part-time and receive pay only when they perform duty. These soldiers are not assigned to a unit (as is the case with a TPU soldier), and thus do not have a unit administrator.

If you are a soldier in one of these categories, the following occurs:

- When HRC St. Louis initiates an order, the mailroom distribution mails out a pay packet to you.
- You must review the body of the duty order to identify your pay input station.
- If you performed duty at a location that has input capability, you must report to the local finance office and turn in your pay packet.
- If your duty is at a location where there is no finance office, you must then mail your pay packet to :

U.S. Army Human Resources Command
ATTN: AHRC-RMP
1 Reserve Way
St. Louis, MO 63132-5200

General Pay Timeline

A general pay timeline typically follows this process:

1. You mail in your pay packet; it arrives in the HRC St. Louis mailroom approximately four days later.
2. The mailroom takes approximately two days to sort and deliver to your pay office. Analysts input pay into the system within three working days of receipt.
3. Once this is done, the computer system takes approximately 12 days to generate an Electric Funds Transfer (EFT) into the bank account. If you do not have EFT, they system generates a check and you wait an additional five to seven days mail time lag to receive your pay.
4. Totaled from the day of mailing, you receive pay in approximately 21 days for an EFT payment and 28 days from a check payment. If 30 days pass and you haven't received pay, call Reserve Pay (314) 592-0482 or DSN: 892-0482

TSP BASICS

What is TSP?

The Thrift Savings Plan (TSP) is a Federal Government-sponsored retirement savings and investment plan. Congress established the TSP in the Federal Employees' Retirement System Act of 1986. The purpose of the TSP is to provide retirement income.

On October 30, 2000, the Floyd D. Spence National Defense Authorization Act for Fiscal Year 2001 (Public Law 106-398) was signed into law. One provision of the law extended participation in the TSP, which was originally only for Federal civilian employees, to members of the uniformed services.

The TSP is a defined contribution plan. The retirement income that you receive from your TSP account will depend on how much you have contributed to your account during your working years and the earnings on those contributions.

The TSP offers the same type of savings and tax benefits that many private corporations offer their employees under "401(k)" plans. TSP regulations are published in title 5 of the Code of Federal Regulations, Parts 1600 — 1690, and are periodically supplemented and amended in the Federal Register.

How does the TSP differ from the uniformed services retirement system?

In contrast to the TSP, the uniformed services retirement system is a defined benefit program. This means that the benefit you receive from the uniformed services retirement system (i.e., your retired pay) is based on your years of service and the rank you hold at the time of your retirement, rather than on the amount of your contributions and earnings, as is the case with the TSP.

In addition, unlike participation in the uniformed services retirement system, participation in the TSP is optional. To participate in the TSP, you must sign up with your service. You contribute to the TSP from your own pay; the amount you contribute and the earnings attributable to your contributions belong to you. They are yours to keep even if you do not serve the 20 or more years ordinarily necessary to receive uniformed services retired pay.

What are the major features of the TSP?

You may elect to contribute any percentage (1 to 100) of your basic pay. However, your annual dollar total cannot exceed the Internal Revenue Code limit, which is \$15,000 for 2006. If you contribute to the TSP from your basic pay, you may also contribute from one to 100 percent of any incentive pay or special pay (including bonus pay) you receive, up to the limits established by the Internal Revenue Code.

The TSP offers the following:

- Immediate member contributions
- Before-tax savings and tax-deferred investment earnings
- Daily valuation of accounts

Low administrative and investment expenses

Transfers into the TSP from other eligible retirement plans or traditional IRAs and eligible employer plans

A choice of investment funds

Ability to make contribution allocations daily

Ability to make interfund transfers daily

Loans from your own contributions and attributable earnings while you are in service

Catch-up contributions for participants age 50 or older

In-service withdrawals for financial hardship or after you reach age 59½

Portable benefits and a choice of withdrawal options after you separate from service

Ability to designate beneficiaries for your account balance

Spouses' rights protection for loans and withdrawals and recognition of qualifying court orders

A Web site with general account information, capability for requesting contribution allocations and interfund transfers, the option of initiating (and possibly completing) loan and withdrawal requests on-line, up-to-date TSP materials and information, on-line participant statements, and calculators to estimate account growth, loan payments, and annuity amounts, as well as an elective deferral calculator. Separated employees can also update their address information on the Web. <http://www.tsp.gov/>

An automated telephone service (the ThriftLine) for account information and certain transactions is available at : 1-TSP-YOU-FRST (1-877-968-3778)

BASIC PAY—EFFECTIVE JANUARY 1, 2010

Pay Grade	2 or less	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10	Over 12	Over 14	Over 16	Over 18
O-10 ²											
O-9											
O-8	9399.00 9706.80 9911.10			9968.40	10223.40 10649.10 10748.40 11152.			80 11268.60		11617.20	12121.20
O-7	7809.90 8172.90 8340.60			8474.10	8715.60 8954.40 9230.40 9505.			50 9781.80		10649.10	11381.40
O-6	5788.50 6359.40 6776.70			6776.70	6802.50 7094.10 7132.50 7132.			50 7537.80		8254.80	8675.40
O-5	4825.50 5436.00 5812.50			5883.30	6117.90 6258.60 6567.60 6794.			10 7086.90		7535.10	7748.10
O-4	4163.70 4819.80 5141.40			5213.10	5511.60 5831.70 6230.10 6540.			60 6756.60		6880.20	6951.90
O-3	3660.60 4149.90 4479.30			4883.40	5117.10 5373.90 5540.10 5813.			40 5956.60		5955.60	5955.60
O-2	3162.90 3602.40 4149.00			4289.10	4377.30 4377.30 4377.30 4377.			30 4377.30		4377.30	4377.30
O-1	2745.60 2857.50 3454.20			3454.20	3454.20 3454.20 3454.20 3454.			20 3454.20		3454.20	3454.20
O-3 ³				4883.40 5117.10 5373.90 5540.			10 5813.40 6043.50			6175.80	6355.80
O-2 ³				4289.10 4377.30 4516.80 4752.			00 4933.80 5069.10			5069.10	5069.10
O-1 ³				3454.20 3688.80 3825.00 3964.			80 4101.60 4289.10			4289.10	4289.10
W-5											
W-4	3783.00 4069.50 4186.50			4301.10	4499.10 4695.00 4893.00 5191.			80 5453.40		5702.10	5905.50
W-3	3454.50 3598.50 3746.10			3794.70	3949.50 4254.00 4571.10 4720.			20 4892.70		5070.90	5390.40
W-2	3057.00 3346.20 3435.30			3496.50	3694.80 4002.90 4155.30 4305.			90 4489.50		4633.20	4763.40
W-1	2683.50 2971.80 3049.80			3213.90	3408.30 3694.20 3827.70 4014.			30 4197.90		4342.20	4475.40
E-9 ⁴							4570.80	4674.30 4804.80		4958.40	5112.90
E-8						3741.60	3907.20	4009.50 4132.50		4265.40	4505.40
E-7	2601.00 2838.90 2947.50			3091.80	3204.00 3396.90 3505.50 3699.			00 3859.50		3969.00	4085.70
E-6	2249.70 2475.30 2584.50			2690.70	2801.40 3051.00 3148.20 3336.			00 3393.60		3435.60	3484.50
E-5	2061.30 2199.30 2305.50			2414.40	2583.90 2761.80 2906.70 2924.			70 2924.70		2924.70	2924.70
E-4	1889.70 1986.30 2094.00			2199.90	2293.80 2293.80 2293.80 2293.			80 2293.80		2293.80	2293.80
E-3	1705.80 1813.20 1923.00			1923.00	1923.00 1923.00 1923.00 1923.			00 1923.00		1923.00	1923.00
E-2	1622.10 1622.10 1622.10			1622.10	1622.10 1622.10 1622.10 1622.			10 1622.10		1622.10	1622.10
E-1 ⁵	1447.20										

Notes:

- Basic pay for an O-7 to O-10 is limited by Level II of the Executive Schedule which is **\$14,975.10**. Basic pay for O-6 and below is limited by Level V of the Executive Schedule which is **\$12,141.60**.
- While serving as Chairman, Joint Chief of Staff/Vice Chairman, Joint Chief of Staff, Chief of Navy Operations, Commandant of the Marine Corps, Army/Air Force Chief of Staff, Commander of a unified or specified combatant command, basic pay is **\$19,983.60**. *(See note 1 above).*
- Applicable to O-1 to O-3 with at least 4 years and 1 day of active duty or more than 1460 points as a warrant and/or enlisted member. See Department of Defense Financial Management Regulations for more detailed explanation on who is eligible for this special basic pay rate.
- For the Master Chief Petty Officer of the Navy, Chief Master Sergeant of the AF, Sergeant Major of the Army or Marine Corps or Senior Enlisted Advisor of the JCS, basic pay is **\$7,386.30**. Combat Zone Tax Exclusion for O-1 and above is based on this basic pay rate plus Hostile Fire Pay/Imminent Danger Pay which is \$225.00.
- Applicable to E-1 with 4 months or more of active duty. Basic pay for an E-1 with less than 4 months of active duty is **\$1,338.60**.
- Basic pay rate for Academy Cadets/Midshipmen and ROTC members/applicants is **\$960.90**.

BASIC PAY—EFFECTIVE JANUARY 1, 2010

Pay Grade	Over 20	Over 22	Over 24	Over 26	Over 28	Over 30	Over 32	Over 34	Over 46	Over 38	Over 40
O-10 ²	15188.10	15262.20	15579.60	16132.50	16132.50	16939.20	16939.20	17785.	80 17785.80	18675.30	18675.30
O-9	13283.70	13475.10	13751.40	14233.80	14233.80	14946.00	14946.00	15693.	30 15693.30	16477.80	16477.80
O-8	12586.20	12896.70	12896.70	12896.70	12896.70	13219.20	13219.20	13549.	80 13549.80	13549.80	13549.80
O-7	11381.40	11381.40	11381.40	11439.30	11439.30	11668.20	11668.20	11668.	20 11668.20	11668.20	11668.20
O-6	9095.70	9334.80	9577.20	10047.00	10047.00	10247.70	10247.70	10247.	70 10247.70	10247.70	10247.70
O-5	7959.00	8198.40	8198.40	8198.40	8198.40	8198.40	8198.40	8198.	40 8198.40	8198.40	8198.40
O-4	6951.90	6951.90	6951.90	6951.90	6951.90	6951.90	6951.90	6951.	90 6951.90	6951.90	6951.90
O-3	5955.60	5955.60	5955.60	5955.60	5955.60	5955.60	5955.60	5955.	60 5955.60	5955.60	5955.60
O-2	4377.30	4377.30	4377.30	4377.30	4377.30	4377.30	4377.30	4377.	30 4377.30	4377.30	4377.30
O-1	3454.20	3454.20	3454.20	3454.20	3454.20	3454.20	3454.20	3454.	20 3454.20	3454.20	3454.20
O-3 ³	6355.80	6355.80	6355.80	6355.80	6355.80	6355.80	6355.80	6355.	80 6355.80	6355.80	6355.80
O-2 ³	5069.10	5069.10	5069.10	5069.10	5069.10	5069.10	5069.10	5069.	10 5069.10	5069.10	5069.10
O-1 ³	4289.10	4289.10	4289.10	4289.10	4289.10	4289.10	4289.10	4289.	10 4289.10	4289.10	4289.10
W-5	6726.60	7068.00	7322.10	7603.50	7603.50	7983.90	7983.90	8383.	20 8383.20	8802.60	8802.60
W-4	6104.10	6396.00	6635.40	6909.00	6909.00	7047.00	7047.00	7047.	00 7047.00	7047.00	7047.00
W-3	5606.70	5736.00	5873.40	6060.00	6060.00	6060.00	6060.00	6060.	00 6060.00	6060.00	6060.00
W-2	4918.80	5021.40	5102.70	5102.70	5102.70	5102.70	5102.70	5102.	70 5102.70	5102.70	5102.70
W-1	4636.80	4636.80	4636.80	4636.80	4636.80	4636.80	4636.80	4636.	80 4636.80	4636.80	4636.80
E-9 ⁴	5361.60	5571.30	5792.40	6129.90	6129.90	6436.20	6436.20	6758.	40 6758.40	7096.50	7096.50
E-8	4626.90	4833.90	4948.50	5231.40	5231.40	5336.40	5336.40	5336.	40 5336.40	5336.40	5336.40
E-7	4131.30	4282.80	4364.40	4674.60	4674.60	4674.60	4674.60	4674.	60 4674.60	4674.60	4674.60
E-6	3484.50	3484.50	3484.50	3484.50	3484.50	3484.50	3484.50	3484.	50 3484.50	3484.50	3484.50
E-5	2924.70	2924.70	2924.70	2924.70	2924.70	2924.70	2924.70	2924.	70 2924.70	2924.70	2924.70
E-4	2293.80	2293.80	2293.80	2293.80	2293.80	2293.80	2293.80	2293.	80 2293.80	2293.80	2293.80
E-3	1923.00	1923.00	1923.00	1923.00	1923.00	1923.00	1923.00	1923.	00 1923.00	1923.00	1923.00
E-2	1622.10	1622.10	1622.10	1622.10	1622.10	1622.10	1622.10	1622.	10 1622.10	1622.10	1622.10

Notes:

- Basic pay for an O-7 to O-10 is limited by Level II of the Executive Schedule which is **\$14,975.10**. Basic pay for O-6 and below is limited by Level V of the Executive Schedule which is **\$12,141.60**.
- While serving as Chairman, Joint Chief of Staff/Vice Chairman, Joint Chief of Staff, Chief of Navy Operations, Commandant of the Marine Corps, Army/Air Force Chief of Staff, Commander of a unified or specified combatant command, basic pay is **\$19,983.60**. *(See note 1 above).*
- Applicable to O-1 to O-3 with at least 4 years and 1 day of active duty or more than 1460 points as a warrant and/or enlisted member. See Department of Defense Financial Management Regulations for more detailed explanation on who is eligible for this special basic pay rate.
- For the Master Chief Petty Officer of the Navy, Chief Master Sergeant of the AF, Sergeant Major of the Army or Marine Corps or Senior Enlisted Advisor of the JCS, basic pay is **\$7,386.30**. Combat Zone Tax Exclusion for O-1 and above is based on this basic pay rate plus Hostile Fire Pay/Imminent Danger Pay which is \$225.00.
- Applicable to E-1 with 4 months or more of active duty. Basic pay for an E-1 with less than 4 months of active duty is **\$1,338.60**.
- Basic pay rate for Academy Cadets/Midshipmen and ROTC members/applicants is **\$960.90**.

ALLOWANCES

Basic Allowance for Housing RC/Transient (January 1, 2010)

Pay Grade	Partial	Without Dependent	With Dependent	Differential
0-10	\$ 50.70	\$ 1,413.90	\$ 1,739.10	\$ 315.30
0-9	\$ 50.70	\$ 1,413.90	\$ 1,739.10	\$ 315.30
0-8	\$ 50.70	\$ 1,413.90	\$ 1,739.10	\$ 315.30
0-7	\$ 50.70	\$ 1,413.90	\$ 1,739.10	\$ 315.30
0-6	\$ 39.60	\$ 1,296.30	\$ 1,565.70	\$ 261.30
0-5	\$ 33.00	\$ 1,248.60	\$ 1,509.30	\$ 252.00
0-4	\$ 26.70	\$ 1,156.80	\$ 1,330.20	\$ 167.70
0-3	\$ 22.20	\$ 927.60	\$ 1,101.00	\$ 167.40
0-2	\$ 17.70	\$ 735.00	\$ 939.00	\$ 197.70
0-1	\$ 13.20	\$ 630.60	\$ 840.90	\$ 213.90
03E	\$ 22.20	\$ 1,001.10	\$ 1,182.90	\$ 175.80
02E	\$ 17.70	\$ 851.10	\$ 1,067.40	\$ 210.30
OIE	\$ 13.20	\$ 740.10	\$ 986.70	\$ 246.60
W-5	\$ 25.20	\$ 1,175.40	\$ 1,284.60	\$ 104.70
W-4	\$ 25.20	\$ 1,043.70	\$ 1,177.50	\$ 129.00
W-3	\$ 20.70	\$ 877.50	\$ 1,079.40	\$ 195.00
W-2	\$ 15.90	\$ 778.50	\$ 991.80	\$ 206.10
W-1	\$ 13.80	\$ 652.80	\$ 858.30	\$ 199.50
E-9	\$ 18.60	\$ 857.10	\$ 1,129.80	\$ 263.70
E-8	\$ 15.30	\$ 786.90	\$ 1,042.50	\$ 246.90
E-7	\$ 12.00	\$ 725.70	\$ 967.50	\$ 285.90
E-6	\$ 9.90	\$ 670.50	\$ 894.00	\$ 276.00
E-5	\$ 8.70	\$ 603.00	\$ 804.00	\$ 234.90
E-4	\$ 8.10	\$ 524.40	\$ 699.00	\$ 203.40
E-3	\$ 7.80	\$ 487.80	\$ 650.10	\$ 166.20
E-2	\$ 7.20	\$ 464.70	\$ 619.50	\$ 222.60
E-1	\$ 6.90	\$ 464.70	\$ 619.50	\$ 263.70

Family Separation Allowance

All Pay Grades: \$250

Basic Allowance for Subsistence (Effective January 1, 2010)

Officers: \$223.04
Enlisted: \$323.87

Family Subsistence Supplemental Allowance (Effective October 1, 2009)

All Pay Grades
Not to Exceed \$1100.00

Clothing Allowances (Effective October 1, 2009)

Standard Initial Clothing Allowance (Enlisted Members Only)

	Army		Navy		Air Force		Marine Corps	
	Male	Female	Male	Female	Male	Female	Male	Female
	1,426.11	1,702.14	1,594.37	1,823.49	1,379.40	1,596.77	1,690.62	1,761.05

Cash Clothing Replacement Allowance (Enlisted Members Only)

	Army		Navy		Air Force		Marine Corps	
	Male	Female	Male	Female	Male	Female	Male	Female
Basic	370.80	432.00	316.80	316.80	266.40	298.80	424.80	439.20
Standard	530.42	618.56	453.60	453.60	381.60	428.40	608.40	626.40
Special	0	0	662.40	518.40	0	0	0	0

Civilian Clothing Allowance

Type of Duty	Initial	Replacement	15 days in 30 days period	30 days in 36 month period
Permanent	930.24	310.08	0	0
Temporary	0 0		310.08	620.16

Personal Money Allowance (Monthly Amount)

1. While serving as Chairman or Vice Chairman of the JCS, or Army or Air Force CS, CNO, or CMC	\$333.33
2. Senior Member of the Military Staff Committee of the U.N.	\$225.00
3. General or Admiral	\$183.33
4. Lieutenant General Vice Admiral	\$41.67
5. Senior Enlisted Member of a Military Service	\$166.67

For other pays or specific requirements for the pay cited in this table, go to the web at:

<http://www.dtic.mil/comptroller/fmr/07a/index.html>

INCENTIVE AND SPECIAL PAYS

Aviation Career Incentive Pay

Years of Aviation Service

2 or less	Over 2	Over 3	Over 4	Over 6	Over 14	Over 22	Over 23	Over 24	Over 25
125.00	156.00	188.00	206.00	650.00	840.00	585.00	495.00	385.00	250.00

Career Enlisted Flyer Incentive Pay

Years of Aviation Service

4 or less	Over 4	Over 8	Over 14
150.00	225.00	350.00	400.00

Hazardous Duty Incentive Pay (Crew Member- Non-AWAC)

Pay Grade	Amount	Pay Grade	Amount	Pay Grade	Amount	Pay Grade	Amount	Pay Grade	Amount
O-10	150.00	O-5	250.00	W-5	250.00	E-9	240.00	E-4	165.00
O-9	150.00	O-4	225.00	W-4	250.00	E-8	240.00	E-3	150.00
O-8	150.00	O-3	175.00	W-3	175.00	E-7	240.00	E-2	150.00
O-7	150.00	O-2	150.00	W-2	150.00	E-6	215.00	E-1	150.00
O-6	250.00	O-1	150.00	W-1	150.00	E-5	190.00		

Hazardous Duty Incentive Pay (Non-Crew Member)

ALL GRADES – 150.00 ALL

Imminent Danger Pay/Hostile Fire Pay

GRADES – 225.00

Diving Pay

Officers – 240.00 (Max) Enlisted – 340.00 (Max)

HDIP (Parachute, Flight Deck, Demolition, & Others)

All Grades – 150.00
(Member qualified for HALO Pay – 225.00).

COMBAT ZONE TAX EXCLUSION

Basic pay for the MCPO of the Navy, CMSgt of the AF, Sergeant Major of the Army or Marine Corps, basic pay is \$7,386.30. Combat Zone Tax Exclusion for O-1 and above is based on this basic pay rate plus HFP/IDP (\$225).

*For other pays or specific requirements for the pays cited in this table, go to the web at:
<http://www.dtic.mil/comptroller/fmr/07a/index.html>*

DRILL PAY—EFFECTIVE JANUARY 1, 2010

Cumulative Years of Service

Pay Grade	2 or less	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10	Over 12	Over 14	Over 16	Over 18	Over 20
O-7	7,809.90	8,172.90	8,340.60	8,474.10	8,715.60	8,954.40	9,230.40	9,505.50	9,781.80	10,649.10	11,381.40	11,381.40
1 Drill	260.33	272.43	278.02	282.47	290.52	298.48	307.68	316.85	326.06	354.97	379.38	379.38
4 Drills	1,041.32	1,089.72	1,112.08	1,129.88	1,162.08	1,193.92	1,230.72	1,267.40	1,304.24	1,419.88	1,517.52	1,517.52
O-6	5,788.50	6,359.40	6,776.70	6,776.70	6,802.50	7,094.10	7,132.50	7,587.80	8,254.80	8,675.40	9,095.70	9,095.70
1 Drill	192.95	211.98	225.89	225.89	226.75	236.47	237.75	237.75	251.26	275.16	289.18	303.19
4 Drills	771.80	847.92	903.56	903.56	907.00	945.88	951.00	951.00	1,005.04	1,100.64	1,156.72	1,212.76
O-5	4,825.50	5,436.00	5,812.50	5,883.30	6,117.90	6,258.60	6,567.60	6,794.10	7,086.90	7,535.10	7,748.10	7,959.00
1 Drill	160.85	181.20	193.75	196.11	203.93	208.62	218.92	226.47	236.23	251.17	258.27	265.30
4 Drills	643.40	724.80	775.00	784.44	815.72	834.48	875.68	905.88	944.92	1,004.68	1,033.08	1,061.20
O-4	4,163.70	4,819.80	5,141.40	5,213.10	5,511.60	5,831.70	6,230.10	6,540.60	6,756.60	6,880.20	6,951.90	6,951.90
1 Drill	138.79	160.66	171.38	173.77	183.72	194.39	207.67	218.02	225.22	229.34	231.73	231.73
4 Drills	555.16	642.64	685.52	695.08	734.88	777.56	830.68	872.08	900.88	917.36	926.92	926.92
O-3	3,660.60	4,149.90	4,479.30	4,883.40	5,117.10	5,373.90	5,540.10	5,813.40	5,955.60	5,955.60	5,955.60	5,955.60
1 Drill	122.02	138.33	149.31	162.78	170.57	179.13	184.67	193.78	198.52	198.52	198.52	198.52
4 Drills	488.08	553.32	597.24	651.12	682.28	716.52	738.68	775.12	794.08	794.08	794.08	794.08
O-2	3,162.90	3,602.40	4,149.00	4,289.10	4,377.30	4,377.30	4,377.30	4,377.30	4,377.30	4,377.30	4,377.30	4,377.30
1 Drill	105.43	120.08	138.30	142.97	145.91	145.91	145.91	145.91	145.91	145.91	145.91	145.91
4 Drills	421.72	480.32	553.20	571.88	583.64	583.64	583.64	583.64	583.64	583.64	583.64	583.64
O-1	2,745.60	2,857.50	3,454.20	3,454.20	3,454.20	3,454.20	3,454.20	3,454.20	3,454.20	3,454.20	3,454.20	3,454.20
1 Drill	91.52	95.25	115.14	115.14	115.14	115.14	115.14	115.14	115.14	115.14	115.14	115.14
4 Drills	366.08	381.00	460.56	460.56	460.56	460.56	460.56	460.56	460.56	460.56	460.56	460.56
O-3E				4,883.40	5,117.10	5,373.90	5,540.10	5,813.40	6,043.50	6,175.80	6,355.80	6,355.80
1 Drill				162.78	170.57	179.13	184.67	193.78	201.45	205.86	211.86	211.86
4 Drills				651.12	682.28	716.52	738.68	775.12	805.80	823.44	847.44	847.44
O-2E				4,289.10	4,377.30	4,516.80	4,752.00	4,933.80	5,069.10	5,069.10	5,069.10	5,069.10
1 Drill				142.97	145.91	150.56	158.40	164.46	168.97	168.97	168.97	168.97
4 Drills				571.88	583.64	602.24	633.60	657.84	675.88	675.88	675.88	675.88
O-1E				3,454.20	3,688.80	3,964.80	4,289.10	4,101.60	4,289.10	4,289.10	4,289.10	4,289.10
1 Drill				115.14	122.96	127.50	132.16	136.72	142.97	142.97	142.97	142.97
4 Drills				460.56	491.84	510.00	528.64	546.72	571.88	571.88	571.88	571.88

DRILL PAY—EFFECTIVE JANUARY 1, 2010

Cumulative Years of Service

Pay Grade	Over 22	Over 24	Over 26	Over 28	Over 30	Over 32	Over 34	Over 36	Over 38	Over 40
O-7	11,381.40	11,381.40	11,439.30	11,439.30	11,668.20	11,668.20	11,668.20	11,668.20	11,668.20	11,668.20
1 Drill	379.38	378.38	381.31	381.31	388.94	388.94	388.94	388.94	388.94	388.94
4 Drills	1,517.52	1,517.52	1,525.24	1,525.24	1,555.76	1,555.76	1,555.76	1,555.76	1,555.76	1,555.76
O-6	9,334.80 9,577.20		10,047.00 10,047.00		10,247.70 10,247.70		10,247.70 10,247.70		10,247.70 10,247.70	
1 Drill	311.16 319.24		334.90 334.90		341.59 341.59		341.59 341.59		341.59 341.59	
4 Drills	1,244.64 1,276.96		1,339.60 1,366.36		1,366.36 1,366.36		1,366.36 1,366.36		1,366.36 1,366.36	
O-5	8,198.40	8,198.40	8,198.40	8,198.40	8,198.40	8,198.40	8,198.40	8,198.40	8,198.40	8,198.40
1 Drill	273.28	273.28	273.28	273.28	273.28	273.28	273.28	273.28	273.28	273.28
4 Drills	1,093.12	1,093.12	1,093.12	1,093.12	1,093.12	1,093.12	1,093.12	1,093.12	1,093.12	1,093.12
O-4	6,951.90 6,951.90		6,951.90 6,951.90		6,951.90 6,951.90		6,951.90 6,951.90		6,951.90 6,951.90	
1 Drill	231.73 231.73		231.73 231.73		231.73 231.73		231.73 231.73		231.73 231.73	
4 Drills	926.92 926.92		926.92 926.92		926.92 926.92		926.92 926.92		926.92 926.92	
O-3	5,955.60	5,955.60	5,955.60	5,955.60	5,955.60	5,955.60	5,955.60	5,955.60	5,955.60	5,955.60
1 Drill	198.52	198.52	198.52	198.52	198.52	198.52	198.52	198.52	198.52	198.52
4 Drills	794.08	794.08	794.08	794.08	794.08	794.08	794.08	794.08	794.08	794.08
O-2	4,377.30 4,377.30		4,377.30 4,377.30		4,377.30 4,377.30		4,377.30 4,377.30		4,377.30 4,377.30	
1 Drill	145.91 145.91		145.91 145.91		145.91 145.91		145.91 145.91		145.91 145.91	
4 Drills	583.64 583.64		583.64 583.64		583.64 583.64		583.64 583.64		583.64 583.64	
O-1	3,454.20	3,454.20	3,454.20	3,454.20	3,454.20	3,454.20	3,454.20	3,454.20	3,454.20	3,454.20
1 Drill	115.14	115.14	115.14	115.14	115.14	115.14	115.14	115.14	115.14	115.14
4 Drills	460.56	460.56	460.56	460.56	460.56	460.56	460.56	460.56	460.56	460.56
O-3E	6,355.80 6,355.80		6,355.80 6,355.80		6,355.80 6,355.80		6,355.80 6,355.80		6,355.80 6,355.80	
1 Drill	211.86 211.86		211.86 211.86		211.86 211.86		211.86 211.86		211.86 211.86	
4 Drills	847.44 847.44		847.44 847.44		847.44 847.44		847.44 847.44		847.44 847.44	
O-2E	5,069.10	5,069.10	5,069.10	5,069.10	5,069.10	5,069.10	5,069.10	5,069.10	5,069.10	5,069.10
1 Drill	168.97	168.97	168.97	168.97	168.97	168.97	168.97	168.97	168.97	168.97
4 Drills	675.88	675.88	675.88	675.88	675.88	675.88	675.88	675.88	675.88	675.88
O-1E	4,289.10 4,289.10		4,289.10 4,289.10		4,289.10 4,289.10		4,289.10 4,289.10		4,289.10 4,289.10	
1 Drill	142.97 142.97		142.97 142.97		142.97 142.97		142.97 142.97		142.97 142.97	
4 Drills	571.88 571.88		571.88 571.88		571.88 571.88		571.88 571.88		571.88 571.88	

DRILL PAY—EFFECTIVE JANUARY 1, 2010

Cumulative Years of Service

Pay Grade	2 or less	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10	Over 12	Over 14	Over 16	Over 18	Over 20
W-5												6,726.60
1 Drill												224.22
4 Drills												896.88
W-4	3,783.00 4,069.50	4,186.50 4,301.10	4,499.10	4,695.00 4,893.00	5,191.80 5,453.40	5,702.10 5,905.50	6,104.10					
1 Drill	126.10	135.65 139.55 143.37	149.97	156.50 163.10 173.06	181.78 190.07	196.85 203.47						
4 Drills	504.40	542.60 558.20 573.48	599.88	626.00 652.40 692.24	727.12 760.28	787.40 813.88						
W-3	3,454.50	3,598.50	3,746.10	3,794.70	3,949.50	4,254.00	4,571.10	4,720.20	4,892.70	5,070.90	5,390.40	5,606.70
1 Drill	115.15	119.95	124.87	126.49	131.65	141.80	152.37	157.34	163.09	169.03	179.68	186.89
4 Drills	460.60	479.80	499.48	505.96	526.60	567.20	609.48	629.36	652.36	676.12	718.72	747.56
W-2	3,057.00 3,346.20	3,435.30 3,496.50	3,694.80	4,002.90 4,155.30	4,305.90 4,489.50	4,633.20 4,763.40	4,918.80					
1 Drill	101.90	111.54 114.51 116.55	123.16	133.43 138.51 143.53	149.65 154.44	158.78 163.96						
4 Drills	407.60	446.16 458.04 466.20	492.64	533.72 554.04 574.12	598.60 617.76	635.12 655.84						
W-1	2,683.50	2,971.80	3,049.80	3,213.90	3,408.30	3,694.20	3,827.70	4,014.30	4,197.90	4,342.20	4,475.40	4,636.80
1 Drill	89.45	99.06	101.66	107.13	113.61	123.14	127.59	133.81	139.93	144.74	149.18	154.56
4 Drills	357.80	396.24	406.64	428.52	454.44	492.56	510.36	535.24	559.72	578.96	596.72	618.24
Pay Grade	Over 22	Over 24	Over 26	Over 28	Over 30	Over 32	Over 34	Over 36	Over 38	Over 40		
W-5	7,068.00	7,322.10	7,603.50	7,603.50	7,983.90	7,983.90	8,383.20	8,383.20	8,802.60	8,802.60		
1 Drill	235.60	244.07	253.45	253.45	266.13	266.13	279.44	279.44	293.42	293.42		
4 Drills	942.40	976.28	1,013.80	1,013.80	1,064.52	1,064.52	1,117.76	1,117.76	1,173.68	1,173.68		
W-4	6,396.00 6,635.40	6,909.00 6,909.00	7,047.00	7,047.00 7,047.00	7,047.00 7,047.00	7,047.00 7,047.00	7,047.00 .00	7,047.00 .00	7,047.00 .00			
1 Drill	213.20	221.18 230.30 230.	30 234.90	234.90 234.90	234.90 234.90	234.90 234.90	234.90 234.90	234.90	234.90			
4 Drills	852.80	884.72 921.20 921.	20 939.60	939.60 939.60	939.60 939.60	939.60 939.60	939.60	939.60	939.60			
W-3	5,736.00	5,873.40	6,060.00	6,060.00	6,060.00	6,060.00	6,060.00	6,060.00	6,060.00	6,060.00		
1 Drill	191.20	195.78	202.00	202.00	202.00	202.00	202.00	202.00	202.00	202.00		
4 Drills	764.80	783.12	808.00	808.00	808.00	808.00	808.00	808.00	808.00	808.00		
W-2	5,021.40 5,102.70	5,102.70 5,102.70	5,102.70 .70	5,102.70	5,102.70 5,102.70	5,102.70 .70	5,102.70 .70	5,102.70 5,102.70	5,102.70 .70	5,102.70 .70		
1 Drill	167.38	170.09 170.09 170.	09 170.09	170.09 170.09	170.09 170.09	170.09 170.09	170.09	170.09	170.09			
4 Drills	669.52	680.36 680.36 680.	36 680.36	680.36 680.36	680.36 680.36	680.36 680.36	680.36	680.36	680.36			
W-1	4,636.80	4,636.80	4,636.80	4,636.80	4,636.80	4,636.80	4,636.80	4,636.80	4,636.80	4,636.80		
1 Drill	154.56	154.56	154.56	154.56	154.56	154.56	154.56	154.56	154.56	154.56		
4 Drills	618.24	618.24	618.24	618.24	618.24	618.24	618.24	618.24	618.24	618.24		

DRILL PAY—EFFECTIVE JANUARY 1, 2010

Cumulative Years of Service

[illegible]

DRILL PAY—EFFECTIVE JANUARY 1, 2010

Cumulative Years of Service

Grade	Over 22	Over 24	Over 26	Over 28	Over 30	Over 32	Over 34	Over 36	Over 28	Over 40
E-9	5,571.30	5,792.40	6,129.90	6,129.90	6,436.20	6,436.20	6,758.40	6,758.40	7,096.50	7,096.50
1 Drill	185.71	193.08	204.33	204.33	214.54	214.54	225.28	225.28	236.55	236.55
4 Drills	742.84	772.32	817.32	817.32	858.16	858.16	901.12	901.12	946.20	946.20
E-8	4,833.90	4,948.50	5,231.40	5,231.40	5,336.40	5,336.40	5,336.40	5,336.40	5,336.40	5,336.40
1 Drill	161.13	164.95	174.38	174.	187.38	177.88	177.88	177.88	177.88	177.88
4 Drills	644.52	659.80	697.52	697.	711.52	711.52	711.52	711.52	711.52	711.52
E-7	4,282.80	4,364.40	4,674.60	4,674.60	4,674.60	4,674.60	4,674.60	4,674.60	4,674.60	4,674.60
1 Drill	142.76	145.48	155.82	155.82	155.82	155.82	155.82	155.82	155.82	155.82
4 Drills	571.04	581.92	623.28	623.28	623.28	623.28	623.28	623.28	623.28	623.28
E-6	3,484.50	3,484.50	3,484.50	3,484.50	3,484.50	3,484.50	3,484.50	3,484.50	3,484.50	3,484.50
1 Drill	116.15	116.15	116.15	116.	116.15	116.15	116.15	116.15	116.15	116.15
4 Drills	464.60	464.60	464.60	464.	464.60	464.60	464.60	464.60	464.60	464.60
E-5	2,924.70	2,924.70	2,924.70	2,924.70	2,924.70	2,924.70	2,924.70	2,924.70	2,924.70	2,924.70
1 Drill	97.49	97.49	97.49	97.49	97.49	97.49	97.49	97.49	97.49	97.49
4 Drills	389.96	389.96	389.96	389.96	389.96	389.96	389.96	389.96	389.96	389.96
E-4	2,293.80	2,293.80	2,293.80	2,293.80	2,293.80	2,293.80	2,293.80	2,293.80	2,293.80	2,293.80
1 Drill	76.46	76.46	76.46	76.46	76.46	76.46	76.46	76.46	76.46	76.46
4 Drills	305.84	305.84	305.84	305.	305.84	305.84	305.84	305.84	305.84	305.84
E-3	1,923.00	1,923.00	1,923.00	1,923.00	1,923.00	1,923.00	1,923.00	1,923.00	1,923.00	1,923.00
1 Drill	64.10	64.10	64.10	64.10	64.10	64.10	64.10	64.10	64.10	64.10
4 Drills	256.40	256.40	256.40	256.40	256.40	256.40	256.40	256.40	256.40	256.40
E-2	1622.10	1622.10	1622.10	1622.	1622.10	1622.10	1622.10	1622.10	1622.10	1622.10
1 Drill	54.07	54.07	54.07	54.07	54.07	54.07	54.07	54.07	54.07	54.07
4 Drills	216.28	216.28	216.28	216.	216.28	216.28	216.28	216.28	216.28	216.28

ALLOWANCES

Allowances make up the majority of a Service members pay. Allowances are a monetary amount paid to an individual in lieu of furnished quarters and subsistence. There are a wide range of allowances, some of which are non-taxable and although many allowances exist, they also have a wide range of requirements.

Basic Allowance for Housing (BAH) - BAH is paid to uniformed service members to provide housing compensation based on pay grade, zip code, and dependency status. It is payable when government quarters are not provided or when temporarily residing in barracks (i.e. basic training, job school, unaccompanied overseas assignment). To determine how much BAH you are may be eligible to receive, visit: <http://www.defensetravel.dod.mil/perdiem/bah.html>

Basic Allowance for Subsistence(BAS) - BAS is designed to continue the military tradition of providing room and board for service members as part of their pay. This allotment is for the service member only and is not intended to cover spouses and/or family members' room and board costs. As of January 1, 2010, all active duty military members in a good status draw a BAS monthly rate (*Officers* - \$223.04 *and Enlisted*-\$323.87), but they are still required to pay for their own meals, even if provided by the government.

Clothing Allowance - Given to soldiers to help pay for a uniforms and other clothing costs.

Cost of Living Allowance (COLA) - COLA is a cash allowance intended to enable an equitable standard of living in areas where cost of living is unusually high. Members permanently assigned to designated areas receive this entitlement. If the cost of living in the area where the member is assigned is the same or lower than the average in the U.S., COLA is not authorized.

Overseas COLA - An allowance paid to service members stationed in high-cost areas overseas, including Alaska and Hawaii. The COLA helps maintain purchasing power to purchase about the same goods and services overseas as in the U.S. If the costs of living in the overseas area are the same as or lower than it would be on average in the U.S., overseas COLA is not allowed.

Overseas Housing Allowance (OHA) - OHA is a monthly allowance paid to service members assigned to an OCONUS permanent duty station, except Hawaii and Alaska, who are authorized to live in private housing. OHA helps offset your housing costs, which are made up of: Rent, Utility and recurring maintenance expense, and Moving-in-housing Allowance (MIHA). Although there is a separate allowance for rent and utilities, your housing allowance shows up as the total dollar amount in your pay statement.

Family Separation Allowance - FSA is payable at \$250.00 per month and accrues from the day of departure from the home station and ends the day prior to arrival at the home station, in addition to any per diem or other entitlements; service members with dependents and without dependents are eligible.

Temporary Lodging Allowance and Expenses -Temporary Lodging Allowance and Expenses are provided to partially reimburse a member for the more than normal expenses incurred while occupying temporary lodgings.

EDUCATION PROGRAMS

Our mission is to provide financial assistance for voluntary off-duty education programs in support of a Soldier's professional and personal self-development goals for the purpose of retaining quality Soldiers, enhancing their career progression, increasing the combat readiness of the Army, and returning them to civilian careers.

Army Reserve Tuition Assistance

Receive up to \$4500 per fiscal year for tuition at any accredited college. The Army Reserve pays 100% of tuition up to \$250 per semester hour!

Soldiers of the US Army Reserve who are eligible for the Montgomery G.I. Bill Chapter 1606, may use MGIB and tuition assistance at the same time if attending school at least ½ time.

Eligibility for TA:

Be a Soldier in good standing (not flagged for height/weight, PT failure, or be an unsatisfactory participant).

Not already possess a Master's degree.

Be attending a regionally or nationally accredited school. (Your Education Services Specialist can advise you on that)

Be pursuing a degree higher than one you already have. (In other words, you may not pursue a second Bachelor's or Master's degree with TA).

Enlisted Soldiers must have enough time remaining on their contracts to complete the coursework.

Officers and Warrant Officers may also use TA, but they incur a four-year service obligation. The obligation begins upon completion of the course for which TA paid. TPU, IMA, SMP Cadets (non-scholarship), Chaplain Candidates and JRU Soldiers are all eligible for TA.

IMPORTANT: TA is not an entitlement! It is based on the availability of funding. Late in any fiscal year, Soldiers could be denied TA simply because funds are exhausted.

Application for TA:

Soldiers must apply for TA online. Soldiers will need an AKO account and current password. Soldiers must check their AKO accounts regularly. Your respective Education Office will communicate with you via AKO.

Go to <https://rcms.ocar.army.pentagon.mil/education/> to apply for TA. The site contains detailed instruction on how to apply.

Soldiers are required to submit additional hard-copy documents in addition to the completed (online) DA Form 2171 unofficial hard copy to their respective Education Offices.

Soldiers must contact their respective Education Services Specialist (ESS) for counseling and Soldier obligations prior to using TA.

To locate your ESS, click the following link: [Education Services Specialist Contact Information](#)

Soldiers must successfully complete all coursework for which TA is being used. Voluntary withdrawal, incomplete, failing grade will be cause for recoupment of TA money. Further TA use is suspended until all debts are repaid to the Army Reserve.

For additional information regarding Army Reserve Education Programs, please go to <https://www.hrc.army.mil/indexflash.asp> Then click Reserves, Soldier Services, Education, Voluntary Education, and Contact. Remember, you will need an AKO account.

[New "Post 9/11 GI Bill"](#)

The Post 9/11 GI Bill (also known as Chapter 33) is a new education benefit available to service members with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. Individuals who are eligible for the new benefit may begin using the benefit August 1, 2009, for training that begins on or after that date. This

program will pay eligible individuals: tuition and fees, a monthly housing allowance and an annual books and supplies stipend. See Related Link Below:

[Montgomery GI Bill \(MGIB\) Chapter 1606 Program](#)

The Montgomery GI Bill Program is an educational assistance program enacted by Congress to attract high quality men and women into the Armed Forces. The program is administered by the Department of Veterans Affairs (VA) and provides education and training opportunities to eligible persons. Additional information is available at the Department of Veterans Affairs Web site.

The following information provides a general description of education benefits under Chapter 1606, Chapter 1607, or Chapter 30. It includes information to help you receive payments under each program and offers suggestions on where to go for help and how to get more detailed information. The information may be of help to you in making a decision to enter training. Read this information carefully to understand the full range of available benefits. The information provided is not meant to determine your eligibility for either program. Do not rely on the information provided to determine if you are eligible for education benefits. To receive a formal decision from the VA, you must file a claim for benefits.

For additional information click the following link:

<https://www.hrc.army.mil/site/protect/Reserve/soldierservices/pay/mgib-1606.htm>

[Montgomery GI Bill "Kicker" Incentive Program](#)

The MGIB "Kicker" Program was implemented during Fiscal Year 2000. Initially, only non-prior service (NPS) and prior service (PS) personnel who enlisted in a critical MOS (as designated by DOD) were eligible for an additional "kicker" incentive. In November, 2000, the "Kicker" Incentive Program was expanded to include ROTC/SMP cadets. Monthly "kicker" amounts vary from \$100 to \$350 per month. The MGIB basic amount varies depending upon the number of approved courses an individual is enrolled in each semester.

[Montgomery GI Bill for ROTC/SMP Cadets](#)

For information on the ROTC/SMP Program and how a Cadet may become eligible for MGIB-SR basic benefit, download and review the ROTC/SMP Cadet Information Paper (.PDF format).

In November, 2000, the "Kicker" Incentive Program was expanded to include ROTC/SMP cadets. For detailed information on how to process a ROTC/SMP cadet for the "Kicker" incentive, download and review the ROTC/SMP MGIB Eligibility Checklist (.PDF format).

Need more information? To ask a question regarding the MGIB "Kicker" or ROTC/SMP Cadet Program, Email us at mgib.support@conus.army.mil.

[Montgomery GI Bill \(MGIB\) Chapter 1607 Program](#)

Chapter 1607, also known as the Reserve Educational Assistance Program (REAP), was established as a part of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005. It is a new Department of Defense education benefit program designed to provide educational assistance to members of the Reserve Components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress.

Note: "Contingency operations" as defined in title 10 U.S. Code means "military operations that are designated by the Secretary of Defense as an operation in which members of the armed forces are or

may become involved in military actions, operations or hostilities against an enemy of the United States or against opposing military force; or results in the call or order to, or retention on active duty of members of the uniformed services under section 688, 12301(a), 12302, 12304, 12305, or 12406 of 10 U.S.C., chapter 15 of 10 U.S.C., or any other provision of law during a war or during a national emergency declared by the President or Congress."

The Department of Veterans Affairs administers the program and pays benefits from funds contributed by DOD.

<https://www.hrc.army.mil/site/protect/Reserve/soldierservices/pay/mgib-1607.htm>

Montgomery GI Bill Chapter 30 Program:

<https://www.hrc.army.mil/site/protect/Reserve/soldierservices/pay/mgib-30.htm>

Comparison of Montgomery GI Bill (MGIB) Benefits

<https://www.hrc.army.mil/site/protect/Reserve/soldierservices/pay/mgib-benefit-compare.htm>

[Student Loan Repayment Program \(SLRP\)](#)

The Student Loan Repayment Program (SLRP) is governed by Army Regulation AR 135-7, Chapter 5.1.

SLRP is a Selected Reserve (SELRES) incentive program that helps you pay off your student loans. When used properly, this program allows you to greatly reduce your educational debts. Having SLRP as part of your contract enables the Army Reserve to help you repay your student loan(s) while successfully participating as a SELRES member.

SLRP is an optional benefit that is available for your selection when you enlist or reenlist into the SELRES. If you meet the eligibility requirements, you must select SLRP at the time you sign your contract and execute SLRP Addendum ([DA Form 5261-4-R](#)) at that time.

Without the addendum, you don't have SLRP. Click on link for eligibility requirements:
<https://www.hrc.army.mil/site/protect/Reserve/soldierservices/pay/studentloanrepay.htm>

You may access the Student Loan Repayment Program online application through the Web-Enabled Education Benefit System (WEBS) where a variety of educational programs including the Student Loan Repayment Program (SLRP) and Health Professional Loan Repayment (HPLR) program are accessible to you online.

You can access WEBS by navigating to <https://rcms.ocar.army.pentagon.mil/Education> in your web browser. Use your AKO ID and password to log in to WEBS.

Your WEBS home page contains links to the various incentive programs in which you are eligible to participate. Access your Loan Repayment Program home page by clicking on the “My Loan Repayment Program Home Page” link on the right side of the WEBS home page. You can access your Loan Repayment Program home page to initiate your annual loan repayment application, submit questions, add new loans, check the status of payments, or view information on the Loan Repayment Program.

For further instructions on how to use the online application, refer to the [Annual Loan Repayment Application User's Manual](#) located on your Loan Repayment Homepage.

**For additional information, please contact your Education Services Specialist (ESS) in your area

at: https://esaiwr.usar.army.mil/AKOG1/Education/Education_Services_Specialists_Contact_Info.pps

OR

**Information pertaining to any of the following below can be directed to the MGIB/SLRP Program Managers at HRC-STL:

1. Problems with VA eligibility.
2. ROTC SMP kicker questions.
3. Counseling with regards to election or declination of CH30/CH1607.
4. Policy questions on eligibility.
5. Recoupment questions.

Email: mgib.support@conus.army.mil



HELPFUL WEBSITES

***** Web Sites *****

The following list of web site addresses may prove helpful. By providing these locations, we hope to reduce the time spent on searches and the resulting strain on automated systems. (*Web sites are alphabetical in each category.*)

Department, Command, Agency, Organization Home Pages

Army: http://www.army.mil	Logistics Support Activity (LOGSA) Redstone Arsenal, AL: http://www.logsa.army.mil/intro.htm
Army Forces Command (FORSCOM): http://www.forscom.army.mil	National Guard: http://www.ngb.dtic.mil
Army Materiel Command (AMC): http://www.amc.army.mil	Occupational Safety and Health Administration (OSHA): http://www.osha.gov
Army Medical Department (AMEDD): http://www.armymedicine.army.mil/armymed/default2.htm	Office of the Chief, Army Reserve (OCAR): http://www.army.mil/usar/ocar.htm
Army National Guard (ARNG): http://www.ngb5.ngb.army.mil	Office of Personnel Management (OPM): http://www.opm.gov
Army Reserve Personnel Command (AR-PERSCOM): http://www.army.mil/usar/ar-perscom/arpercom.htm	Reserve Affairs (Office of Assistant Secretary of Defense): http://raweb.osd.mil
Defense Finance and Accounting Service (DFAS): http://www.asafm.army.mil/DFAS <i>Indianapolis</i>	Training and Doctrine Command (TRADOC): http://www-tradoc.monroe.army.mil
Department of the Army (DA): http://www.hqda.army.mil	U.S. Army Publications Agency (USAPA): http://www.usapa.army.mil
Defense Information Systems Agency (DISA): http://www.disa.mil/disahomejs.html	U.S. Army Reserve (USAR): http://www.army.mil/usar
Department of Defense (DOD): http://www.defenselink.mil	U.S. Army Reserve Command (USARC) INTERNET web site: http://www.usarc.army.mil
General Services Administration (GSA): http://www.gsa.gov	U.S. Army Reserve Command (USARC) INTRANET web site: http://usarcintra (For authorized USAR users; no general public access.)

Forms, Publications, Magazines, etc.

Army Corps of Engineers: http://www.usace.army.mil/usace-docs (Army engineering publications.)	Military periodicals: http://www.dtic.mil/search97doc/aulimp/main.htm (Index to Military Periodicals.)
Army Doctrine and Training Digital Library: http://www.adtdl.army.mil (Information on Army schools and Army documents.)	Optional Forms (OFs): http://web1.whs.osd.mil/icdhome/ofeforms.htm (Contains some forms not included on USAPA web site.)
Army Reserve Magazine: http://www.army.mil/usar/armag/armag.htm	Soldiers Online – The Official Army Magazine: http://www.dtic.mil/soldiers
DOD electronic forms: http://web1.whs.osd.mil/icdhome/ddeforms.htm (Contains some forms not included on USAPA web site.)	Standard Forms (SFs): http://web1.whs.osd.mil/icdhome/sfeforms.htm (Contains some forms not included on USAPA web site.)
FEDmanager: http://www.fedmanager.com (Weekly Newsletter for Federal Executives, Managers, and Supervisors.)	TRADOC pubs: http://www-tradoc.monroe.army.mil/publica.htm
FORMDEPS (FORSCOM Regs 500-3-1 and 500-3-3): http://freddie.forscom.army.mil/mob	USAPA electronic pubs and forms: http://www.usapa.army.mil (ARs, Pams, Cirs, OFs, SFs, DD, and DA forms; Pubs Ordering System)
FORSCOM electronic pubs and forms: http://www.forscom.army.mil/pubs	USARC form files on INTERNET FTP server: ftp://www.usarc.army.mil (Access to USARC form files; download individual files or *.zip file from "USARCFORMS" directory.)
GSA electronic forms: http://www.gsa.gov/forms	USARC forms and pubs on INTRANET: http://usarcintra/hqs/im/ima/imap/pubsform/pubforms.htm (For authorized USAR users; no general public access.)
IRS forms and publications: http://www.irs.ustreas.gov/prod/forms_pubs/index.html (Includes link to State Tax forms.)	
LOGSA pubs and forms: http://www.logsa.army.mil/pubs.htm (Supply catalogs, technical manuals, PS Magazine, and more.)	

Pay and Finance

Army Financial Operations: http://www.asafm.army.mil/financial.htm (Pay rates, drill pay, travel voucher information.)	OCAR Pay Support Center: http://www.army.mil/usar/psc/ocarhp.htm (Links to important USAR pay information.)
DFAS: http://www.asafm.army.mil/DFAS (Defense Finance and Accounting Service Indianapolis.)	Per diem rates: http://www.dtic.mil/perdiem/pdrates.html
	USAR Enlistment/Reenlistment Bonuses and Incentives: http://www.army.mil/usar/benefits/benefits5.htm

Family Support

Army Family Liaison home page:

<http://www.hqda.army.mil/acsim/family/family.htm>

Army Family Action Plan:

<http://trol.redstone.army.mil/mwr/afap/index.html>

Army Family Team Building:

<http://trol.redstone.army.mil/mwr/aftb/index.html>

DEERS E-mail:

<http://www.ochampus.mil/DEERSAddress>

(E-mail changes to Defense Enrollment Eligibility Reporting System)

Military Assistance Program "MAPsite":

<http://dticaw.dtic.mil/mapsite> (Family services, finances, etc.)

Military One Source

<http://www.militaryonesource.com>

TAPS (Tragedy Assistance Program for Survivors, Inc.):

<http://dticaw.dtic.mil/mapsite>

(Grief support and services for survivors of military line-of-duty deaths.)

U.S. Army Community and Family Support Center

<http://trol.redstone.army.mil/mwr/index.html>

Morale, Welfare, and Recreation (MWR):
(Helpful links to soldier and family issues, recreation, and more.)

Medical (training, benefits, etc.)

Army Medical Department (AMEDD):

<http://www.armymedicine.army.mil/armymed/default2.htm>

(Surgeon General, MEDCOM, TRICARE, other medical information.)

AMEDD Center and School:

<http://www.cs.amedd.army.mil>

AMEDD&S Circular 350-3:

<http://www.cs.amedd.army.mil/schedule>

AMEDD Department of Training Support (DTS):

<http://www.cs.amedd.army.mil/DTS>

Medical courses (online courses for continuing education):

<http://www.medcen.com>

Points of contacts for AMEDD DTS:

<http://www.cs.amedd.army.mil/DTS/pocs.htm>

TRICARE Dental Plan (slide presentation):

<http://www.asafm.army.mil/profdev/pdi97/workshop/wrkshp11/tsld034.htm>

TRICARE information:

<http://www-tradoc.army.mil/cmdpubs/tricare/toc.htm>

(Enrollment, medical care, phone numbers, Q&A, retiree information.)

TRICARE Summary (slide presentation):

<http://www.asafm.army.mil/profdev/pdi97/workshop/wrkshp11/tsld025.htm>

U.S. Army Nurse Corps:

<http://140.139.13.36/ots/nurse>

(Army Nurse Corps information and links.)

USAR Nursing Web:

<http://140.139.90.71>

(Site for communication between USAR nurses, information on projects.)

Education, Schools, and Training (other than Medical)

Army Doctrine and Training Digital Library:

<http://www.adtdl.army.mil>

(Information on Army schools and Army documents.)

Command and General Staff College:

<http://www-cgsc.army.mil>

Combined Arms and Services Staff School (CAS3):

<http://www-cgsc.army.mil/cas3>

TRADOC:

<http://www-tradoc.monroe.army.mil>

Uniforms

Army Ribbons Order of Precedence:

<http://www.dtic.mil/soldiers/jan1998/ribbons/ribbonsleft1.html>

Clothing allowances:

<http://www.lewis.army.mil/9fb/soldier/clothing.htm>

Clothing and Individual Equipment (CIE):

<http://www.forscom.army.mil/ocie>

(Organizational CIE (OCIE), civilian clothing allowances, and more.)

Decorations, service medals, etc.:

<http://www.mdw.army.mil/dcsper/wearing.htm>

Other Helpful Web Sites

Armed Forces Recreation Centers:

<http://trol.redstone.army.mil/mwr/afrcs/index.html>

Army Lodging:

<http://trol.redstone.army.mil/mwr/lodging/maps/index.html>

(Lodging success, standards, and world wide facilities.)

Army Reserve Benefits:

http://www.army.mil/usar/benefits/toc_bnft.htm

Employer Support of the Guard and Reserve:

<http://www.ncesgr.osd.mil>

Federal Voting Assistance Program:

<http://www.fvap.gov>

Reserve Component Automated System (RCAS)

Information Network Service:

<http://55.81.20.248>

(Important RCAS fielding, release, shipping, and other information.)

RCAS Project Manager's Web Site:

<http://www.rcas.com>

USAR Public Affairs:

<http://www.army.mil/usar/usarlink.htm>

United Parcel Service:

<http://www.ups.com>

(Home page; track packages and more.)

U.S. Postal Service:

<http://www.usps.gov>

(Home page; mail manuals, rate calculations, zip codes, and more.)

Veterans Affairs (VA):

<http://www.va.gov>

(Information on VA benefits, programs, facilities, and more.)

ARAMP(Army Reserve Account Maintenance and Provisioning)

<https://ARAMP/>



STANDARDS OF CONDUCT



Department of Defense

Employees' Guide to the Standards of Conduct

**Office of General Counsel
Standards of Conduct Office
1600 Defense Pentagon (3B652)
Washington, D.C. 20301-1600
(703) 695-3422**

April 2005

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Whom to Call for Advice

The **DoD General Counsel** is the Designated Agency Ethics Official (DAEO) for DoD employees, both civilian and military, who serve in the Office of the Secretary of Defense, DoD Field Activities, and the Joint Staff.

Please direct your ethics and standards of conduct questions to:

**Standards of Conduct Office
Office of General Counsel
1600 Defense Pentagon (3B652)
Washington, D.C. 20301-1600
Fax (703) 697-1640
E-mail SOCO@dodgc.osd.mil**

**Telephone
(703) 695-3422**

Web Site: www.defenselink.mil/dodgc/defense_ethics














IMPORTANT ADVICE

If you're not positive that what you're about to do is appropriate, ask your ethics official. In the Office of the Secretary of Defense (OSD), contact the Standards of Conduct Office (SOCO) by one of the means listed above. One mission of that Office is to advise OSD personnel and assist them to accomplish their goals without violating the standards of conduct.

In fact, disciplinary action for violating the standards of conduct will **not** be taken against you if you act in good faith reliance upon the advice of your ethics official, if you have made full disclosure of the relevant circumstances.

This Handbook provides a general summary of the rules. It does not include every exception, every requirement, or all the factors that must be considered in making certain decisions. If you are unsure of your actions, call your ethics official before you act.

GENERAL PRINCIPLES OF PUBLIC SERVICE

<u>Do's</u>	<u>Don'ts</u>
 Place loyalty to the Constitution, the laws, and ethical principles above private gain	 Don't use nonpublic information to benefit yourself or anyone else
 Act impartially to all groups, persons, and organizations	 Don't solicit or accept gifts from persons or parties that do business with or seek official action from DoD (unless permitted by an exception)
 Give an honest effort in the performance of your duties	 Don't make unauthorized commitments or promises that bind the Government
 Protect and conserve Federal property	 Don't use Federal property for unauthorized purposes
 Disclose waste, fraud, abuse, and corruption to appropriate authorities	 Don't take jobs or hold financial interests that conflict with your Government responsibilities
 Fulfill in good faith your obligations as a citizen, and pay your Federal, State, and local taxes	 Don't take actions that give the appearance that they are illegal or unethical
 Comply with all laws providing equal opportunity to all persons, regardless of their race, color, religion, sex, national origin, age, or handicap	

Remember: Violating ethics principles may result in disciplinary or corrective action, including criminal prosecution. Protect yourself from disciplinary action by seeking the advice of your agency ethics official.

GIFTS

Gifts From Outside Sources

Rule: You may not accept a gift given:

- Because of your **official position**, or
- By a **prohibited source**

Regardless of any exceptions that allow accepting gifts, it is **always impermissible** to:

- Accept a gift in return for being influenced in the performance of an official act. This is a bribe!
- Solicit or coerce the offering of a gift
- Accept gifts from the same or different sources so frequently that a reasonable person would think you're using your office for private gain
- Accept a gift in violation of a statute

What's a Prohibited Source?

A prohibited source is any person who is, or any organization a majority of whose members are:

- Seeking official action by DoD
- Doing or seeking to do business with DoD
- Regulated by DoD, or
- Substantially affected by the performance of your official duties

What's a Gift?

Anything of monetary value.

Patty, a DoD employee, meets informally every week with representatives of defense contractors, who customarily treat her to a small breakfast. Although an exception might permit acceptance of these small breakfasts, Patty's recurring practice of accepting them is improper.

Joe, a Computer.Com representative, is seeking to do business with DoD. He invites members of the acquisition dept. to a golf tournament, which his company will pay for. DoD acquisitions personnel cannot accept the gift of free golf greens fees unless an exception to the gift rule applies, because Computer.Com, by seeking to do business with DoD, is a prohibited source.

What's Not a Gift?

Here are examples of items that are not defined as "gifts":

- Modest items of food and refreshments (like coffee and donuts) when not served as a meal
- Prizes in contests open to the public
- Greeting cards and items with little intrinsic value, such as plaques, certificates, and trophies, intended only for presentation
- Commercial discounts available to the public or to all Government civilian or military personnel
- Anything the Government acquires by contract or otherwise legally accepts
- Anything for which you pay market value

Gifts That You May Keep

Remember, you don't have to accept a gift. It may be smart, depending on the circumstances, to decline a gift, even when it is allowed by the exceptions below.

- Gifts valued at \$20 or less, **but**
 - not cash or investment interests
 - not more than \$50 in total from one source in a year
- Gifts motivated by personal relationships
- Certain discounts and similar benefits offered
 - by professional organizations
 - to groups unrelated to Government employment (such as AARP)
 - to groups in which membership is related to Government employment, if the same benefits are available to other, similar organizations. (e.g.: discounted loans to Gov't. credit union members.)
 - by a *non*-prohibited source to any group as long as not discriminatory on basis of rank, type of responsibility, or pay.
- Gifts resulting from your or your spouse's outside business activities

You may accept cups of coffee offered by a contractor at no charge.

If you enter your business card in a drawing sponsored by a DoD contractor that is open to the public, you may keep the prize.

On each of his quarterly visits, a sales representative of Overpriced Computers Inc. gave Bonnie, a DoD employee, a company T-shirt, valued at \$10 each. During that period, Bonnie's brother Steve, who also works for Overpriced Computers Inc., purchased for her a birthday present valued at \$60. Bonnie may keep all of the gifts given to her. The T-shirts don't exceed the \$50 annual limit from one source, and the gift from her brother Steve is the result of a personal, not business, relationship.

Tom was offered two tickets valued at \$30 a piece to a baseball game from an employee of a defense contractor. Since the price of each ticket exceeds the \$20 limit, Tom may only accept the tickets if he pays the contractor \$60, the full market value of the tickets. (Paying only \$40 is not permissible.)

- Free attendance provided by a state, local government, or tax exempt civic organization when there is a community relations interest
- Gifts accepted under specific statutory authority, such as certain gifts from a foreign government
- Certain educational scholarships and grants (consult a DoD ethics official)
- Free attendance, food, and entertainment (not travel) *when provided by a sponsor:*
 - of an event on the day that you are speaking or presenting information, or
 - of a widely attended gathering, provided that your supervisor determines that your attendance is in the agency's interest. (If the sponsor has interests that may be affected by you, an additional conflict of interest determination is required.)
- Free attendance, food, and entertainment (not travel) *provided by a person other than the sponsor of a widely attended gathering, if:*
 - the market value of the gift of free attendance is \$305 or less and more than 100 persons are expected to attend, and
 - your supervisor determines that your attendance is in the agency's interest. (If the person has interests that may be affected by the employee, an additional conflict of interest determination is required.)
- Meals, lodging, transportation, and other benefits in connection with employment discussions
- Awards for meritorious public service or achievement, and honorary degrees – see your ethics counselor
- Travel benefits and free attendance from political organizations in connection with certain political activities
- Food and entertainment (not travel and lodging), at social events, if: (1) the invitation is not from a prohibited source, and (2) the event is free to all attendees.

On account of his DoD position, an arms trade association invites Jared, a DoD officer, to an industry-wide, one-day seminar sponsored by the association, a \$200 value. He is also invited to dinner, which costs \$100, at a restaurant after the seminar with several industry executives. Jared may accept the seminar invitation, provided that his supervisor determines that his attendance furthers DoD's interests. Jared may not accept the free dinner invitation, which is not part of the seminar and is closed to other interested participants.

An annual dinner is held by a veterans' service organization that costs \$125 per person. Representatives from veterans' groups, Congress, and the media will attend. Several DoD employees are given free tickets by Big Guns, Inc. At the dinner, a veteran will be honored. Since it is a widely attended gathering, the DoD employee may be able to accept the free tickets if his or her ethics official determines more than 100 persons are expected to attend the event, and there is an agency interest in the DoD employee's attendance.

- Gifts of food and entertainment (not to exceed the per diem rate) at meetings or events attended in an official capacity in foreign areas, when (1) *not* provided by a foreign government **and** (2) non-U.S. citizens participate in the meeting or event

Foreign Gifts

Rule: Federal employees may accept gifts from foreign governments if the gift is below the “minimal value” which, in January 2005, is \$305. Check with your ethics counselor about appraising the gift or what the current threshold is.

Disposition of Improper Gifts

Rule: If you are offered a gift that you cannot accept, you should:

- Decline the gift
- Return the gift, **or**
- Pay the donor the gift’s market value

Under certain circumstances, perishable items may be:

- donated to charity
- destroyed
- shared within the office

(check with your ethics official)

Subsequent reciprocity is not a solution

Gifts Between Employees

Rule: You may not accept a gift from an employee who earns less than you (unless you have a personal relationship with the employee, and you are not in the chain of command)

Rule: You may not give, make a donation toward, or solicit a gift for someone superior to you in the chain of command.

Exceptions to the Rule

1. On an occasional basis, such as holidays or birthdays, you may give to a superior or receive from a subordinate:
 - Non-monetary gifts of up to \$10

Bill asks his 4 coworkers each to pitch in \$20 to purchase a \$100 golf putter for Doreen, their boss, for Christmas. Doreen invites the office to a New Year’s party, serving meals valued at \$25. Bill brings a \$20 bottle of wine.

- **Bill may not solicit, and he and his coworkers may not give, their boss a group gift or individual gifts at Christmas that exceed \$10.**
- **The dinner and the wine are both appropriate.**

- Personal hospitality provided at a residence (or an appropriate host/hostess gift),
 - Food or refreshments shared in the office
2. On special, infrequent occasions,
- of personal significance, such as marriage, illness, or birth or adoption of a child
 - that terminate the chain of command, such as retirement, resignation, or transfer
- you may
- solicit voluntary contributions up to \$10/person for a group gift
 - give an appropriate gift to a superior
 - accept appropriate gifts and group gifts that do not exceed \$300 from subordinates (See your ethics counselor for exceptions.)

Doreen decides to retire. Bill, who works for Doreen, gives her a \$20 book and again solicits for a going-away gift. He would like to get her a golf-related desk set that costs about \$50.

- Bill may give the \$20 book, as it is an appropriate gift
- Bill may also solicit for a gift and contribute toward the group gift
- Bill has learned his lesson and does not suggest an amount to contribute

CONFLICTS OF INTEREST

Conflicting Financial Interests

Criminal Rule: You may not do government work on a particular matter that will affect the financial interest of:

- You
- Your spouse
- Your minor children
- Your general partner
- Organizations with which you're negotiating or have arrangements for future employment, or
- Any organization for which you serve as an employee, officer, director, trustee, or general partner

Bryan, a DoD procurement officer, is about to award a contract for new computers. His wife, Deanna, owns a computer sales business, which has bid on the contract. Bryan may not participate in the contract award decision, since the decision will affect his wife's financial interests.

If you think you may have a conflicting financial interest, consult your DoD ethics official immediately to determine the appropriate remedy.

Bribery and Graft

Rule: You may not seek or accept anything of value, other than your salary, for being influenced in your official duties.

Commercial Dealings Between DoD Employees

Rule: You may not knowingly solicit or make solicited sales to personnel who are junior in rank, grade, or position (or their families). This includes insurance, stocks, real estate, cosmetics, household supplies, and other such goods and services.

Sue operates a cosmetics sales business out of her home after hours. During the day she is a supervisor at DoD. She may not make solicited sales to her DoD subordinates or the job or after work by calling them at home.

Representation of Others in Matters Affecting Government

Rule: You generally may not represent anyone outside the Government before a Federal agency or court, or share in any compensation for such representations made by anybody else, if the Government is involved in the particular matter.

- There are limited exceptions.
- There are special exceptions for consultants.
- Check with your ethics official.

Supplementation of Federal Salary

Rule: You may not accept compensation from any source except the Government for your services as a Government employee.

This rule does not apply, if:

- you are a “special Government employee” – *i.e.*, a consultant, or
- you serve without compensation, or
- your supplementation is a result of a public service award

IMPARTIALITY IN PERFORMING OFFICIAL DUTIES

Rule: Maintain your impartiality. Don't participate in any particular DoD matter if:

- the matter is likely to affect the financial interest of a member of your household, or a person with whom you have a "covered relationship" is involved in the matter, **and**
- a reasonable person with knowledge of the relevant facts could question your impartiality.

Who may be in a "covered relationship"?

- A member of your household or a relative with whom you're close,
- Someone with whom you have or seek to have a business relationship, other than a routine consumer transaction,
- An organization (other than a political party) in which you actively participate,
- Someone with whom you had, within the last year, a close business relationship, such as partnership or employment, **or**
- Someone with whom your spouse, parent, or dependent child has (or seeks to have) a close business relationship, such as partnership or employment.

A senior VP from Blatz Corp. recently resigned from Blatz to become a senior official in DoD. Shortly after his arrival, the official's office is tasked to decide whether or not to renew Blatz's contract with DoD. Because the senior official was employed by Blatz within the last year, he may not make the decision

MISUSE OF POSITION

Rule: You may not use, or permit the use of, your Government position, title, or any authority associated with your office:

- To induce or coerce another person to provide any benefit to you or anyone with whom you are affiliated

The General Counsel has been asked by his college to serve on the Alumni Association. He may serve in his personal capacity, but may not allow his position as General Counsel to be used on the college letterhead or other promotional literature.

- To imply that DoD or the Government endorses personal activities
- To endorse any product, service, or enterprise, except as provided by statute or regulation

USE OF GOVERNMENT RESOURCES

Rule: Use Federal Government equipment and property, including communications systems, only for official purposes or authorized purposes as approved by your supervisor.

Rule: Use official time in an honest effort to perform official duties, and don't ask subordinates to perform tasks outside their official duties.

FUNDRAISING

Rule: You may raise funds for organizations in your personal capacity, but you may not use your official title, position, or authority to fundraise, nor may you solicit subordinates or prohibited sources.

Oscar, who is the deputy director of a DoD office, is in charge of raising funds for his son's Little League team. Oscar may not ask his subordinates to contribute.

TEACHING, SPEAKING, AND WRITING

Rule: You may accept payment for teaching, speaking, or writing that is unrelated to your official duties and that was not prepared on official time.

- If your employment by DoD is identified, you must make a disclaimer.

Stu, an ethics attorney at DoD, has been offered \$1500 to teach a 1-day course on Federal ethics to employees at Big Contractor, Inc. Because the topic relates to his official duties, he may not accept the compensation.

OUTSIDE ACTIVITIES

Rule: If you file a financial disclosure report, you need your supervisor's prior written approval before you engage in business activity or employment with a DoD "prohibited source" (see page 2). Presidential appointees and certain non-career employees have additional restrictions – consult your ethics counselor.

Rule: You may not have outside employment or activities that would materially impair your ability to perform your duties.

Jill, who tests new computers for the office, wants to work on weekends for the vendor of those computers. Since her outside employment would cause a conflict of interest with her Government duties, she should not accept the job.

POLITICAL ACTIVITIES

Most Federal civilian employees may actively participate in political campaigns and other partisan activities. However, they may not engage in such activities on duty, or in any Federal workplace, vehicle, or while in uniform.

While the Hatch Act loosened restrictions on political activity for most Federal civilian employees, Federal laws still limit the political activities of military personnel, law enforcement, national security, and career SES employees. Moreover, by policy within DoD, employees appointed by the President and employees appointed by the Secretary to non-career SES positions may not engage in any activity that could be interpreted as associating DoD with any partisan cause or issue.

If you plan to engage in any partisan political activity, you should consult your ethics counselor.

EMPLOYMENT ISSUES

Seeking Employment

Rule: If you are seeking non-Federal employment (e.g., sending resumes to select employers), you may not do Government work on a particular matter that will affect the financial interests of any of your prospective employers. You must give a written disqualification statement to your supervisor.

Janelle, a procurement specialist, is doing work as a Government employee on a contract worth \$500,000. She is offered an interview for a job by the contractor. Janelle must disqualify or recuse herself and inform her supervisor and ethics official.

Post-Government Employment

Rule: Always consult your ethics counselor before separating from the Government. He or she will advise you on the restrictions that will apply to your activities in the private sector in light of your specific duties and level of responsibility as a Government employee.

OFFICIAL TRAVEL BENEFITS

You may keep promotional items such as frequent flyer miles that are awarded for official travel that is funded by the Government. If Government travel is funded by a non-Federal entity, you may keep promotional items that are awarded for that travel if the non-Federal entity does not object.

You may also keep promotional items given to compensate you for being voluntarily bumped from a flight. You may voluntarily surrender your seat ONLY if doing so does not adversely affect the performance of your official duties and does not result in additional cost to the Government.

You may not keep promotional items given to compensate you for being involuntarily bumped from a flight.

SOURCES OF FURTHER INFORMATION

If you have further questions, consult a DoD ethics counselor. In OSD, contact SOCO by one of the means described on page ii.

Additional information is available in:

1. Standards of Conduct for Employees of the Executive Branch

The U.S. Office of Government Ethics has developed a comprehensive set of regulations to assist Federal employees with their ethics questions. This is a primary source of guidance on ethics and standards of conduct. It may be found on the Office of Government Ethics website: www.usoge.gov.

2. DoD 5500.7-R, the Joint Ethics Regulation (“JER”)

The JER contains supplemental regulations for DoD employees.

Rev: 02/25/2010 5:08 PM

G: socgc/handbook/nhd3 foreign gifts



***LOCAL SERVICES
and
MAPS***

FORT DOUGLAS AREA RELIGIOUS SERVICES

Latter Day Saints

www.lds.org

Baptist

First Baptist

www.firstbaptist-slc.org

801-582-4921

Catholic

Catholic Diocese of SLC

www.dioslc.org

801-328-8641

Episcopal

St. Marks Cathedral

www.stmarkscathedral-ut.org

801-322-3400

Judaism

IJ and Jeanne Wagner

Jewish Community Center

www.slc.jcc.org

801-581-0098

Lutheran

Our Savior Lutheran

www.oslcslc.org

801-278-1412

Methodist

Christ United

www.christmethodistchurch.net

801-486-5473

Muslim

Khadeeja Islamic Center of

Greater Salt Lake

www.utahmuslims.com

801-972-6555

Presbyterian

New Song

www.newson.org

801-328-8641

FT. DOUGLAS AREA– DRY CLEANING & LAUNDROMATS

Sunshine Coin Laundry

1378 South 1100 East
Salt Lake City, UT
(801) 484-5898

Stonewash

247 South 500 East
Salt Lake City, UT
(801) 521-2534

Second Ave Laundry

1030 2nd Avenue
Salt Lake City, UT
(801) 364-9963

Century Cleaning Barn

910 West North Temple
Salt Lake City, UT
(801) 539-1513

Rose Laundry

1962 South 1100 East
Salt Lake City, UT
(801) 556-5334

Swishy Washy Coin Laundry

4550 South 900 East
Holladay, UT
(801) 281-0272

Leavitt's Laundry & Dry Clean

2149 East 2100 South
Salt Lake City, UT
(801) 486-4858

Century Laundry

202 East 3300 South
Salt Lake City, UT
(801) 467-3922

Village Cleaners

154 South 400 East
Salt Lake City, UT
(801) 366-8615

4th Street Laundry

1714 S 400 E
Salt Lake City, UT
(801) 484-0205

LOCAL CUISINE

The Pie Pizzeria

1320 East 200 South
Salt Lake City, UT
(801) 582-0193

Kyoto Japanese Restaurant

1080 East 1300 South
Salt Lake City, UT
(801) 487-3525

Aristo's Greek Restaurant

224 South 1300 East
Salt Lake City, UT
(801) 581-0888

Market Street Fresh Fish Markets

260 South 1300 East
Salt Lake City, UT
(801) 583-8808

Eggs In the City

1675 East 1300 South
Salt Lake City, UT
(801) 581-0809

B & D Burgers

222 South 1300 East
Salt Lake City, UT
(801) 582-7200

Cucina Deli

1026 2nd Avenue
Salt Lake City, UT
(801) 322-3055

Indochine Vietnamese Bistro

230 South 1300 East
Salt Lake City, UT
(801) 582-0896

Einstein Bros Bagels

240 South 1300 East
Salt Lake City, UT
(801) 583-1757

Demetri's Cafe

1060 East 100 South
Salt Lake City, UT
(801) 355-2626

Albertsons-Sav-on - 21st South

2040 South 23rd East
Salt Lake City, UT
(801) 487-1784

Sono Express

1318 East 200 South
Salt Lake City, UT
(801) 582-2800

Big Ed's

210 University Street
Salt Lake City, UT
(801) 582-9045

Chartwells Dining Services

200 Central Campus Drive
Salt Lake City, UT
(801) 581-7257

Red Robin Gourmet Burgers

1313 Foothill Drive
Salt Lake City, UT
(801) 582-0632

Subway

221 South 1300 East
Salt Lake City, UT
(801) 582-5001

Red Onion Deli & Grill

421 Wakara Way
Salt Lake City, UT
(801) 583-0553

Trolley Square

367 Trolley Sq
Salt Lake City, UT
(801) 521-9877

Wendy's

1309 Foothill Drive
Salt Lake City, UT
(801) 583-1514

Stockton Miners Cafe

47 South Conner Street
Salt Lake City, UT
(435) 882-4418

Ruth's Diner

2100 Emigration Canyon
Salt Lake City, UT
(801) 582-5807

JT's Neighborhood Pizza and Grill

1700 East 1300 South
Salt Lake City, UT
(801) 581-0138

Little Caesars Pizza

1080 East 500 South
Salt Lake City, UT
(801) 433-0234

Gateway Mall

400 West 200 South
Salt Lake City, UT
(801) 456-0055

Cafe At Research Park the

675 Arapeen Drive
Salt Lake City, UT
(801) 583-8531

Costa Vida

1336 Foothill Drive
Salt Lake City, UT
(801) 582-8646

Lion House: Banquet and Catering Sales

63 East South Temple
Salt Lake City, UT
(801) 539-3257

One World Cafe

41 South 300 East
Salt Lake City, UT
(801) 519-2002

Tony Caputo's Deli Uofu

215 Central Campus Drive
Salt Lake City, UT
(801) 583-8801

Subway

1314 Foothill Drive
Salt Lake City, UT
(801) 581-1322

Squatters Pub Brewery

147 West Broadway
Salt Lake City, UT
(801) 363-2739

The Blue Plate Diner

2041 South 2100 East
Salt Lake City, UT
(801) 463-1151

LODGING NEAR FT. DOUGLAS, UTAH

Best Western Garden Inn at Salt City Plaza

171 West 500 South
Salt Lake City, UT 84101
Rates recently viewed: (84.99 - 156.99)
2 Star Hotel

Hampton Inn Salt Lake City/Murray

606 West 4500 South
Salt Lake City, UT 84123
Rates recently viewed: (89.00 - 89.00)
3 Star Hotel

Days Inn Salt Lake City

315 West 3300 S.
Salt Lake City, UT 84115
Rates recently viewed: (79.01 - 99.01)
3 Star Hotel

Hilton Salt Lake City Airport

5151 Wiley Post Road
Salt Lake City, UT 84115-2891
Rates recently viewed: (79.00 - 129.00)
3 Star Hotel

SpringHill Suites Salt Lake City Airport

4955 Wiley Post Way
Salt Lake City, UT 84116
Rates recently viewed: (79.95 - 129.95)
2 Star Hotel

Best Western Executive Inn

280 West 7200 South
Salt Lake City, UT 84047
Rates recently viewed: (90.99 - 171.99)
3 Star Hotel

Hampton Inn Salt Lake City Central

2055 South Redwood Road
Salt Lake City, UT 84104
Rates recently viewed: (94.00 - 139.00)
3 Star Hotel

Radisson Hotel Salt Lake City Airport

2177 WEST NORTH TEMPLE
Salt Lake City, UT 84116
Rates recently viewed: (89.00 - 99.00)
3 Star Hotel

Salt Lake City Marriott Downtown

75 South West Temple
Salt Lake City, UT 84101
Rates recently viewed: (109.00 - 219.00)
4 Star Hotel

Econo Lodge Downtown

715 W. North Temple
Salt Lake City, UT 84116
Rates recently viewed: (57.99 - 98.99)
2 Star Hotel

Residence Inn Salt Lake City Cottonwood

6425 South 3000 East
Salt Lake City, UT 84121
Rates recently viewed: (199.00 - 349.00)
2 Star Hotel

Hilton Garden Inn Salt Lake City Downtown

250 West 600 South
Salt Lake City, UT 84101
Rates recently viewed: (149.00 - 179.00)
1 Star Hotel

Hyatt Place Salt Lake City/Downtown/The Gateway

55 N. 400 West Street
Salt Lake City, UT 84101
Rates recently viewed: (149.00 - 159.00)
3 Star Hotel

Embassy Suites Salt Lake City

110 West 600 South St
Salt Lake City, UT 84101
Rates recently viewed: (149.00 - 169.00)
3 Star Hotel

Residence Inn Salt Lake City - City Center

285 West Broadway (300 South)
Salt Lake City, UT 84101
Rates recently viewed: (99.00 - 209.00)
2 Star Hotel

Fairfield Inn Salt Lake City South

594 West 4500 South
Salt Lake City, UT 84123
Rates recently viewed: (109.00 - 119.00)
2 Star Hotel

Fairfield Inn & Suites Salt Lake City Airport

230 North Admiral Byrd Road
Salt Lake City, UT 84116
Rates recently viewed: (93.00 - 154.00)
2 Star Hotel

Residence Inn Salt Lake City Airport

4883 West Douglas Corrigan Way
Salt Lake City, UT 84116
Rates recently viewed: (119.95 - 119.95)
2 Star Hotel

Radisson Hotel Salt Lake City Downtown

215 WEST SOUTH TEMPLE
Salt Lake City, UT 84101
Rates recently viewed: (99.00 - 99.00)
3 Star Hotel

Homewood Suites by Hilton Salt Lake City Downtown

423 West 300 South
Salt Lake City, UT 84101
Rates recently viewed: (109.00 - 244.00)
2 Star Hotel

Courtyard Salt Lake City Downtown

130 West 400 South
Salt Lake City, UT 84101
Nightly Rates: (89.00 - 149.00)
2 Star Hotel

FORT DOUGLAS AREA SHOPPING MALLS

Tanger Outlet Park City

6699 N Landmark Drive N-100
Park City, UT
(435) 645-7078

Gateway

400 West 200 South
Salt Lake City, UT
(801) 456-0000

Trolley Square

367 Trolley Sq
Salt Lake City, UT
(801) 521-9877

Fashion Place Mall

6191 S State St Suite 300
Murray, UT
(801) 268-5052

South Towne Center

10450 S State St
Sandy, UT
(801) 572-1516

Valley Fair Mall

3601 Constitution Boulevard
Salt Lake City, UT
(801) 969-6211

Gardner Village

1100 West 7800 South
West Jordan, UT
(801) 566-8903

City Creek Center Associates

68 South Main Street
Salt Lake City, UT
(801) 363-2816

ZCMI Center Shopping Center

36 S State St
Salt Lake City, UT
(801) 321-8797

Foothill Village Shopping Center

www.foothillvillage.com
(801) 521-3333



UTA Fares

***Note:** FrontRunner and MAX ticket vending machines accept cash and major credit and debit cards. TRAX ticket vending machines accept cash only.

Local Fares (Local bus and TRAX):

One-way Fare \$2.00

The Adult One-way Fare cash payment is good on local buses and TRAX. This fare applies to passengers ages 6-64. Two children ages 5 and younger who are accompanied by a fare-paying adult can ride free. Additional fare will be required on express and premium services, including FrontRunner commuter rail.

Day Pass \$5.00

A day pass is available for both TRAX and local bus. For trips beginning on a bus, day passes must be pre-purchased at selected [UTA Pass Sales Outlets](#). This day pass will be validated by the bus operator at the time of use. Each validated pass will then be good for unlimited use on bus and TRAX for that day. For trips beginning on TRAX, day passes must be purchased at a ticket vending machine.* These machines are located at all TRAX stations. At the time of purchase, each ticket will be validated by the ticket vending machine and can be used for unlimited rides on bus and TRAX for that day.

Roundtrip (TRAX only) \$4.00

A roundtrip pass is available for TRAX only. This fare is good for one roundtrip ride on TRAX. The roundtrip pass can only be purchased at a ticket vending machine.* These machines are located at all TRAX stations. At the time of purchase, each will be validated by the ticket vending machine and can be used for one roundtrip travel on TRAX for that day.

Adult Monthly Pass \$67.00

The Adult Monthly Pass is good for unlimited travel on local buses and TRAX for one calendar month. This fare applies to passengers ages 18-64. Two children ages 5 and younger may accompany a passenger with a monthly pass. Additional fare will be required on express and premium services, including FrontRunner commuter rail. This pass is available at select [UTA Pass Sales Outlets](#) and [on this website](#). Individuals who purchase an Adult Monthly Pass using a State of Utah-issued Horizon Card with cash value may do so at a discount of up to 16%.

Senior and Reduced One-way Fare \$1.00

The Senior and Reduced One-way Fare cash payment is good on local buses and TRAX. This fare applies to passengers ages **65** and older, valid Medicare card holders and persons with disabilities who have been pre-qualified by UTA. For information on qualifying for a reduced fare, contact (801) RIDE-UTA.

Senior and Reduced Fare Monthly Pass \$33.50

The Senior and Reduced Fare Monthly Pass is good for unlimited travel on local buses and TRAX for one calendar month. This fare applies to passengers ages **65** and older, valid Medicare card holders and persons

with disabilities who have been pre-qualified by UTA. For information on qualifying for a reduced fare, contact (801) RIDE-UTA. This pass is available at select [UTA Pass Sales Outlets](#) and [on this website](#).

Student Monthly Pass \$49.75

The Student Monthly Pass is good for unlimited travel on local buses and TRAX for one calendar month. This fare applies to full or part-time students 17 and older attending an established school. Students must carry their student ID with them when using this pass. Additional fare will be required on express and premium services, including FrontRunner. This pass can only be purchased at participating schools.

Minor Monthly Pass \$49.75

The Minor Monthly Pass is good for unlimited travel on local buses and TRAX for one calendar month. This fare applies to passengers ages 6-17 or still attending high school. Additional fare will be required on express and premium services, including FrontRunner. This pass is available at select [UTA Pass Sales Outlets](#) and [on this website](#).

Route Deviation Punch Pass \$10.00

The Route Deviation Punch Pass is valid for 10 Deviations on flex routes. Flex route numbers all begin with "F". Flex routes may deviate up to $\frac{3}{4}$ of a mile depending on the route for pre-scheduled riders. Deviation requests may be made from 2 hours up to 7 days before the needed trip. Deviations may be scheduled by calling 801-287-7433.

Premium Fares (Express buses and FrontRunner, includes local bus and TRAX):

Premium Express One-way Fare \$4.50

The Premium Express One-way Fare cash payment is good on all buses and TRAX. This fare applies to passengers ages 6-64. Premium and express service have direct routing, faster travel time, inter-county travel and other relevant factors. These routes typically travel on the freeway and connect different cities. For FrontRunner fares, see below.

Premium Senior and Reduced One-way Fare \$2.25

The Premium Senior and Reduced One-way Fare cash payment is good on all buses and TRAX. This fare applies to passengers aged 65 and older. Premium and express service have direct routing, faster travel time, inter-county travel and other relevant factors. These routes typically travel on the freeway and connect different cities. For FrontRunner fares, see below.

Premium Express Monthly Pass \$162.00 (includes FrontRunner)

The Premium Express Monthly Pass is good for unlimited travel on all buses, TRAX, and FrontRunner commuter rail for one calendar month. This fare applies to passengers ages 6-64. Two children ages 5 and younger may accompany a passenger with a monthly pass. This pass is available at select [UTA Pass Sales Outlets](#) and [on this website](#).

Premium Express Senior and Reduced Fare Monthly Pass \$81.00

The Premium Express Senior and Reduced Fare Monthly Pass is good for unlimited travel on all buses, TRAX, and FrontRunner commuter rail for one calendar month. This fare applies to passengers ages **65** and older, valid Medicare card holders and persons with disabilities who have been pre-qualified by UTA. For information on qualifying for a reduced fare, contact (801) RIDE-UTA. This pass is available at UTA offices, FrontRunner ticket vending machines* and [on this website](#).

FrontRunner One-way Fare \$2.00 - \$5.00 (distance-based)

The FrontRunner One-way Fare cash payment is good on FrontRunner commuter rail with transfer to all buses and TRAX for two hours from the time of purchase. The fare applies to passengers ages 6-64. This fare is distance based with a base fare of \$2.00 for travel to one station plus \$0.50 for each additional station. The maximum fare from Pleasant View to Salt Lake City is \$5.00 one way. Purchase FrontRunner one-way fare prior to boarding at a ticket vending machine.

FrontRunner Senior and Reduced One-way Fare \$1.00 - \$2.50

The FrontRunner Senior and Reduced One-way Fare cash payment is good on FrontRunner commuter rail with transfer to all buses and TRAX for two hours from the time of purchase. This fare applies to passengers ages **65** and older, valid Medicare card holders and persons with disabilities who have been pre-qualified by UTA. For information on qualifying for a reduced fare, contact (801) RIDE-UTA. This fare is distance based with a base fare of \$1.00 for travel to one station plus \$0.25 for each additional station. The maximum reduced fare from Pleasant View to Salt Lake City is \$2.50 one way. Purchase FrontRunner senior and reduced one-way fare prior to boarding at a ticket vending machine.

Individual Monthly Upgrade for Pass Holders \$95.00

The Individual Monthly Upgrade when presented with an ECO/Ed/Med Pass is good for unlimited travel on all buses including Express buses, FrontRunner, and TRAX for one calendar month. Upgrade passes are only available on-line, at UTA Ticket Information Center (TIC) pass outlets or some employers. This pass is available at select [UTA Pass Sales Outlets](#) and [on this website](#).

Promotional/Seasonal:**Group Pass \$12.00**

Effective November 1, 2009, the Group Pass now allows up to four riders, of all ages, to travel on FrontRunner, TRAX and bus for only \$12. This pass is available for purchase at FrontRunner ticket vending machines, online, and at Customer Service centers. A group pass must be purchased in advance for trips beginning on a bus. The bus operator will then validate the pass for the date of service. If your group is starting their trip on TRAX or FrontRunner, group passes must be purchased from vending machines on the platform on the day your group is traveling. This pass will be validated by the FrontRunner and TRAX ticket vending machines and will expire the day of purchase. This pass is valid any day or time that service is available. Sunday service is not available on FrontRunner.

Summer Youth Pass \$99.50

The Summer Youth Pass is available for riders between the ages of 6 and 17 at the time of purchase. The pass is valid June 1 through August 31, 2009 on bus, TRAX and FrontRunner. Summer Youth Passes can be purchased at any outlet currently selling Minor Monthly Passes. This pass is available at select [UTA Pass Sales Outlets](#) and [on this website](#).

One-way Fare / Ski Day Pass \$3.50 / \$7.00

The Ski Day Pass and One-way Fares are seasonal. The Ski Day Pass is valid for unlimited travel on ski buses and TRAX. The one-way cash fare is valid for travel on ski bus service to participating resorts. This pass is available at select [UTA Pass Sales Outlets](#) and [on this website](#). Fares listed are for the 2009-2010 ski season.

Senior and Reduced One-way Fare / Ski Day Pass \$1.75

The Senior and Reduced Ski Day Pass and One-way Fares are seasonal. The Senior and Reduced Ski Day

Pass is valid for unlimited travel on ski buses and TRAX. The one-way cash fare is valid for travel on ski bus service to participating resorts. Fares listed are for the 2009-2010 ski season.

Intra-canyon Ski Shuttle One-way Fare \$1.75

The canyon Ski Shuttle Pass is seasonal with ski service. The pass is valid for one-way travel between Brighton and Solitude ski resorts.

Paratransit:

Paratransit One-way Fare \$2.50

The Paratransit One-way Fare is valid for one-way, curb-to-curb travel on Paratransit service. Passengers must be pre-qualified by UTA to use Paratransit service. For information on qualifying for Paratransit, contact (801) RIDE-UTA.

Paratransit 10 Ride Punch Card \$25.00

The Paratransit Punch Card is valid for 10 rides on Paratransit services. The punch card has no expiration date. The value of each punch is \$2.50. This pass is available at select [UTA Pass Sales Outlets](#) and [on this website](#).

Tokens:

Token 10 Pack \$17.75

Each token can be used as valid fare payment (full or partial depending on the service used) for one-way travel on all buses. A token must be placed in the fare payment box on a bus to be valid. A transfer may be issued for use on TRAX. Tokens may no longer be used in the ticket vending machines. One token equals the full fare for local bus or TRAX. On express buses, each token has a partial fare value of \$2.00 (e.g. two tokens = \$4.00 + \$0.50 cash = one \$4.50 express bus fare; or two tokens = \$4.00). Tokens 10 Packs for \$17.75 are available for purchase at select [UTA Pass Sales Outlets](#).

Fuel Surcharge:

On or about May 28, 2008, UTA's Board of Trustees adopted a Fuel Surcharge Program to help offset fluctuating fuel costs. This program allows UTA's General Manager to impose a fuel surcharge to patrons and contract holders to assist the agency with its efforts to preserve service when fuel costs are rising. To read more about the Program, [click here](#).

Your Guide to Riding UTA

BUS



Call and tell us where you want to go and we'll tell you what bus and TRAX trains to take. 1-888-743-3882. (Yes, we speak Spanish!)



Pay when you get on the bus. If you board within the downtown Free Ride Zone, pay when you get off. Correct change is required.



Ask for a "transfer ticket" and you can switch buses or ride TRAX for up to two hours on the same ticket.



Sit back. Relax. Enjoy the ride. When you want to get off, pull the cord above the window to signal your driver.

TRAX



Purchase your ticket before you get on the train. You cannot buy tickets on board.



Stand behind the yellow line until your train stops. Watch your step getting on.



If asked, show your ticket, monthly pass or bus transfer slip to a UTA officer. Failure to have one could mean a substantial fine.

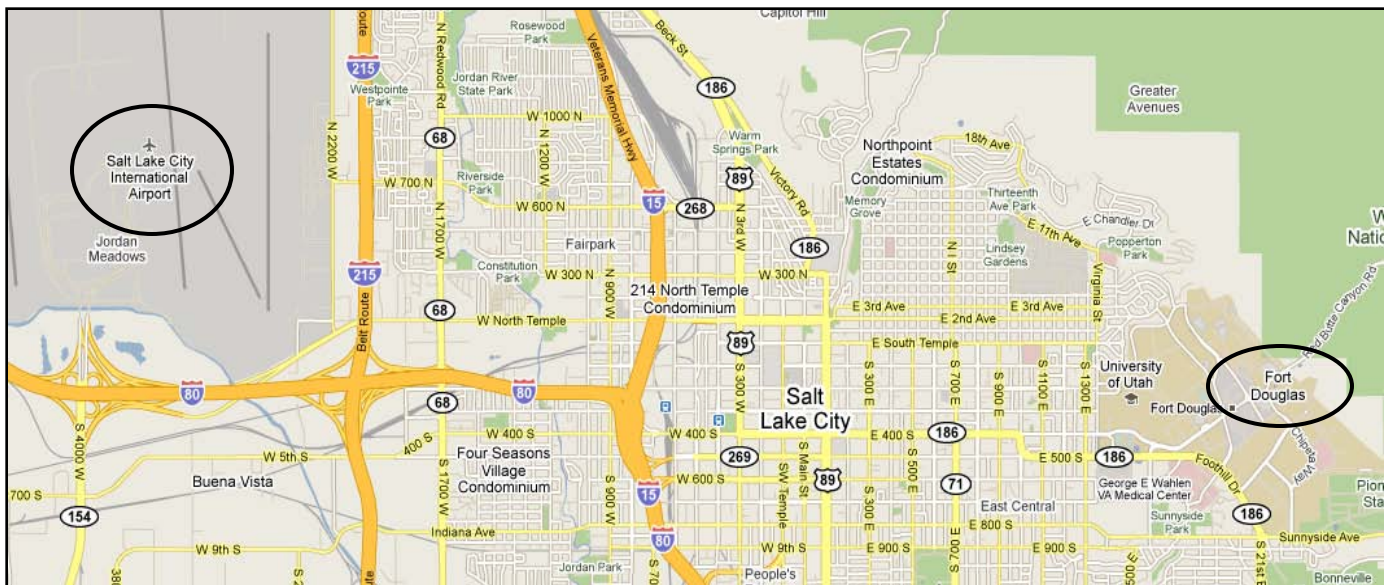


Sit back. Relax. Enjoy the ride. Push the button by the stairway to open the door at your stop.

If you have any questions, talk to one of our operators at 1-888-743-3882, or try our new on-line trip planner at www.rideuta.com. We look forward to having you on board!

RIDING TIPS TO REMEMBER

- Purchase fares in advance. Fines are imposed if you cannot provide a ticket or pass.
- You do not need a ticket for the bus or TRAX if you ride within the Free Ride Zone in downtown Salt Lake City.
- No food, drink, smoking, combustibles or loud music are allowed on the bus or TRAX. Pets are allowed only if they are caged. Service animals are always welcome.
- Yield designated seats to the elderly and to riders with disabilities.
- Bikes are allowed on TRAX. Buses are equipped with bike racks.
- Obey all instructions given by UTA operators, fare inspectors and public safety officers.



Directions from Airport

Exit Airport

Take I-80 West towards Cheyenne, WY

Exit at 600 South

Travel to 700 East

Make Left turn on 700 East

Make Right turn on 400 South

Proceed on 400 / 500 South / Foothill Dr to Mario Capecchi Drive

Make Left at Mario Capecchi Drive

Make Right at Pollock Road into Fort Douglas





INPROCESSING

/ FORMS



WELCOME PACKET FORMS

Inprocessing Checklist	USAR JSTSC Form xx
Direct Deposit Sign Up Form	SF 1199A
Servicemembers' Group Life Insurance Election and Certificate	SGLV 8286
Record of Emergency Data	DD Form 93
Army Reserve Family Programs	USAR Form 107-R
How to Read a Leave and Earnings Statement (LES)	

USAR Joint and Special Troops Support Command (JSTSC)
INPROCESSING CHECKLIST
(To be used for AGR and TPU Soldiers)

NAME: _____ RANK: _____ DATE: _____

SECTION: _____ FLL: _____ Date contact made: _____

Welcome packet sent: _____ Patches & Unit Crest sent: _____

Home ph: _____ Work ph: _____ email: _____

Personnel

Initials

1. Copy of assignment orders _____
2. DD Fm 93 (review & update) _____
3. SGLV 8286 (review & update) _____
4. SGLV 8286a (spouse ins) _____
5. Copy of promotion order _____
6. Review/update DA 2-1 _____
7. Review/update DA 2a,b,c _____
8. Add to rating scheme _____
9. Copy of NCOER/OER _____
10. Copy of DARP 249-2-E _____
11. Add to alert roster _____
12. Update RLAS _____
13. DEERS/ID Card _____
14. Key card to bldg _____
15. Screen for family care plan _____
16. Flagging action _____
17. Provide alert roster _____
18. Immunization record _____
19. Education Benefits _____
20. Mob documents _____
21. Direct Deposit _____
22. Copy of welcome letter _____
23. Update/review ERB/OER _____

Sponsor

Initials

1. Called prior to arrival _____
2. Directions to unit _____
3. Verify transportation _____
4. Provide drill schedule _____
5. Tour of center _____
6. Inprocessing complete _____

First Sergeant

- Appt date & time _____
- Welcome briefing _____

Commander

- Appt date & time _____
- Welcome brief _____

Supply

Initials

1. Uniforms _____
2. Equipment _____
3. Meal Card _____
4. Weapons Card _____
5. NBC _____

Pay

1. Verify Direct Deposit (SF1199A) _____
2. Verify BAH _____
3. VA Disability _____
4. Verify DTS _____
5. GTC (if applicable) _____
6. GTC Training Scheduled _____
7. "How to read LES" Handout _____

Medical

Initials

1. Health Record _____
2. Dental Record _____
3. Copy/date last physical: _____
4. Verify HIV test Date: _____
5. Verify DNA test Date: _____
6. Review Immunizations: _____

USAR Joint and Special Troops Support Command (JSTSC)
INPROCESSING CHECKLIST
(To be used for AGR and TPU Soldiers)

Family Readiness

1. USAR Form 107-R Family Programs _____
2. Experience _____
3. Volunteer _____

G-6

1. USARC Account _____
2. Form 75-R _____
3. ARAMP Correction _____

Initials

(give copy of this checklist to FRG)

Retention (Enlisted only)

1. Interview with DARN _____
2. Add to interview files _____

Initials

Training

1. Verify schools _____
2. DA 705 (APFT) _____

Initials

Security Office

1. Building Card Key _____
2. Vehicle Parking Decal _____

Initials

Follow up/concerns & issues:

Inprocessing Complete:

Unit Administrator _____
First Sergeant _____
PSNCO _____

Directions To Personnel Clerks Of The Uniformed Services

1. Complete all appropriate items on this form. All entries except the signature and those requested to be in the servicemember's own handwriting, must be typed or printed in ink.
2. Include the name, address, and social security number (if available) of the beneficiary(ies), and the relationship of the beneficiary(ies) to the servicemember (e.g. father, sister).
3. If a servicemember wants to designate a beneficiary other than would be normal under his or her family circumstances, see "Unclear or Unusual Beneficiary Designations" (section 6.03) in the *Servicemembers' Group Life Insurance Handbook*, Handbook 29-75-1 (www.insurance.va.gov).
4. An authorized agent of the Uniformed Services must witness the signature of the servicemember. This representative must sign his or her name below that of the servicemember and should include the date he or she received the form.
5. This form, properly completed, is authority to a payroll office to initiate or change the deductions for insurance premiums if the amount of insurance is changed or cancelled.
6. If this form is being used to decline SGLI coverage, inform the servicemember that this action will mean that he/she will no longer have Family SGLI coverage - both spousal coverage and dependent child coverage. Have the servicemember complete SGLV 8286A and take action to end payment of Family spousal premiums.
7. Inform the servicemember that if he or she has questions about this form, he or she may obtain the advice of a military attorney at no expense to the servicemember.
8. **After the form is completed in its entirety**, you should:
 - Make two photocopies of the completed form (page 2) and page 4 (Beneficiary Continuation) if applicable
 - Distribute as follows:

<ul style="list-style-type: none">▪ Original copy of page 2▪ Original copy of page 4 (if applicable)	Promptly file in the official personnel file of the member
<ul style="list-style-type: none">▪ Photocopy of page 2▪ Photocopy of page 4 (if applicable)▪ Directions to Servicemember (page 3)▪ Introduction to VA Benefits (page 5)	To servicemember
<ul style="list-style-type: none">▪ Photocopy of page 2▪ Photocopy of page 4 (if applicable)	To the Active or Reserve component of the Uniformed Service.

Remember: If this form is used to decline SGLI coverage and the servicemember has Spousal Family SGLI coverage, you should take action to discontinue payment of spousal Family SGLI premiums.

Note: Please do NOT send any of the forms or copies to the Office of Servicemembers' Group Life Insurance or to the Department of Veterans Affairs.

Please read the instructions before completing this form.

Servicemembers' Group Life Insurance Election and Certificate

Use this form to: (check all that apply)

- ☐ Name or update your beneficiary
☐ Reduce the amount of your insurance coverage
☐ Decline insurance coverage

Important: This form is for use by Active Duty and Reserve members. This form does not apply to and cannot be used for any other Government Life Insurance.

Last name First name Middle name

Rank, title or grade

Social Security Number

Branch of Service (Do not abbreviate)

Current Duty Location

Amount of Insurance

By law, you are automatically insured for \$400,000. **If you want \$400,000 of insurance**, skip to *Beneficiary(ies) and Payment Options*. **If you want less than \$400,000** of insurance, please check the appropriate block below and write the amount desired and your initials. Coverage is available in increments of \$50,000. **If you do not want any insurance***, check the appropriate block below and write (in your own handwriting), "I do not want insurance at this time."

Declining SGLI coverage also cancels all family coverage under the SGLI program.

- ☐ I want coverage in the amount of \$ _____ Your initials _____
☐ _____

(Write "I do not want Insurance at this time.")

***Note:** Reduced or refused insurance can *only* be restored by completing form SGLV 8285 with proof of good health and compliance with other requirements. Reduced or refused insurance will also affect the amount of VGLI you can convert to upon separation from service.

Beneficiary(ies) and Payment Options

I designate the following beneficiary(ies) to receive payment of my insurance proceeds. I understand that the principal beneficiary(ies) will receive payment upon my death. If all principal beneficiaries predecease me, the insurance will be paid to the contingent beneficiary(ies).

Complete Name (first, middle, last) and Address of each beneficiary	Social Security Number (if known)	Relationship to you	Share to each beneficiary (Use %, \$ amounts or fractions)	Payment Option (Lump sum or 36 equal monthly payments)
Principal				
1.				
2.				
3.				
4.				
<input type="checkbox"/> Additional Principals on page 5 (check if applicable)				
Contingent				
1.				
2.				
3.				
4.				
<input type="checkbox"/> Additional Contingents on page 5 (check if applicable)				

I HAVE READ AND UNDERSTAND the instructions on pages 2 and 3 of this form. I ALSO UNDERSTAND that:

- **This form cancels any prior beneficiary or payment instructions.**
- The proceeds will be paid to beneficiaries as stated in #6 on page 3 of this form, unless otherwise stated above.
- If I have legal questions about this form, I may consult with a military attorney at no expense to me.
- I cannot have combined SGLI and VGLI coverages at the same time for more than \$400,000.

SIGN HERE IN INK



(Your signature. Do not print.)

Date: _____

Do not write in space below. For official use only.

WITNESSED AND RECEIVED BY:

RANK, TITLE OR GRADE

ORGANIZATION

DATE RECEIVED

Directions To Servicemember

What You Should Know

This insurance is granted under the Servicemembers' Group Life Insurance provisions of Title 38, United States Code, and is subject to the provisions of that title and its amendments, and regulations promulgated thereto.

This form must be correctly completed, signed and received by your Uniformed Service before your death in order for this designation to be valid. An authorized agent of the Uniformed Services must witness your signature.

Periods of Coverage

This insurance is in effect throughout the period of full-time active duty or active duty for training. Coverage is also in effect on a full-time basis for reservists who are assigned to a unit or position in which they may be required to perform active duty or active duty for training and each year will be scheduled to perform at least 12 periods of inactive duty training that is creditable for retirement purposes under Chapter 1223 of Title 10. Coverage continues for 120 days following separation or release. You may convert your SGLI to Veterans' Group Life Insurance within 120 days of separation without proof of good health, or within one year and 120 days with proof of good health by contacting the Office of Servicemembers' Group Life Insurance (see below).

Instructions On Completing This Form

1. Type or print in ink all items except where otherwise noted.
2. **Naming Beneficiaries**
 - A. A new SGLV-8286 must be completed to change your beneficiary. You may name anyone as beneficiary without his/her consent. However, your spouse will be notified if you reduce coverage or name a beneficiary other than your spouse.
 - B. If the beneficiary is a married woman, use her given first and middle names. For example, use Mary Lisa Smith, instead of Mrs. John Smith.
 - C. A named beneficiary will **NOT** be changed automatically by any event occurring after you complete this form (e.g. marriage, divorce, etc.). Your beneficiary cannot be changed by, and is not affected by, any other documents such as a divorce decree or will.
 - D. If you want to name more than four principal or contingent beneficiaries, list those beneficiaries on the Beneficiary Continuation Form (page 5) and check the block under the principal or contingent blocks on page 2, indicating that you have done so. The Beneficiary Continuation Form (page 5) should then be attached to page 2 of the 8286.
 - E. If you name minor children as beneficiaries, the insurance will be paid to the court-appointed guardian of the children's estate.
 - F. You can establish a trust for the benefit of the children and name the trust as beneficiary. A trust names a trustee of your choice to be legally responsible for administering the insurance proceeds for the children. Naming a trust as a beneficiary on this form does **NOT** create a trust. Before naming a trust as beneficiary, you should consult a military attorney for assistance.
3. **Social Security Number** - Do not delay completing this form if you do not have a beneficiary's Social Security Number. The Social Security Number helps us to locate the beneficiary, but is not required.
4. **Shares to each beneficiary** - If you name more than one beneficiary, the sum of the shares must equal 100% or the full dollar amount of your insurance.

Example: mother	\$200,000		50%		1/2
<u>father</u>	<u>\$200,000</u>	or	<u>50%</u>	or	<u>1/2</u>
Total	\$400,000		100%		1

5. **Payment Option** - You may choose whether you want the beneficiary to receive payment in one lump sum or in 36 equal monthly payments by writing "lump sum" or "36" in the column labeled Payment Option. If you choose 36 payments, the beneficiary cannot choose to receive a lump sum payment. If you want the beneficiary to have a choice at the time of payment, write "lump sum" or leave the block blank.
6. **Provisions For Payment Of Insurance**
 - A. If you name more than one principal beneficiary and one or more predeceases you, the share(s) will be divided equally among the remaining principal beneficiaries, unless otherwise stated. If there are no surviving principal beneficiaries, the proceeds will be divided among the contingent beneficiaries.
 - B. If you do not name a beneficiary, or if there are no surviving beneficiaries, or if you indicate that payment should be made by law, the proceeds will be paid in the following order:
 1. Widow or widower
 2. Children in equal shares (the share of any deceased child will be distributed equally among the descendants of that child)
 3. Parent(s) in equal shares or all to surviving parent
 4. A duly appointed executor or administrator of your estate
 5. Other next of kin

What Your Beneficiaries Should Know

Upon your death, your beneficiary(ies) should send a claim to the **Office of Servicemembers' Group Life Insurance**, 290 West Mt. Pleasant Ave, Livingston, NJ 07039. Your beneficiary may also call 1-800-419-1473 for claim information.

Please read the instructions before completing this form.

**Servicemembers' Group Life Insurance Election and Certificate
Beneficiary Continuation**

Instructions: This page is to be used **ONLY** when the servicemember wants to name more beneficiaries than the number of beneficiary spaces provided on page 2. If this page is completed, it should be copied and distributed together with page 2 of this form.

Member Information

Last name	First name	Middle name	Rank, title or grade	Social Security Number
-----------	------------	-------------	----------------------	------------------------


Beneficiary(ies) and Payment Options

In addition to the beneficiaries I have named on page 2 of this form (SGLV 8286), I also designate the following beneficiary(ies) to receive payment of my insurance proceeds. I understand that the principal beneficiary(ies) will receive payment upon my death. If all principal beneficiaries predecease me, the insurance will be paid to the contingent beneficiary(ies).

Complete Name (first, middle, last) and Address of each beneficiary	Social Security Number (if known)	Relationship to you	Share to each beneficiary (Use %, \$ amounts or fractions)	Payment Option (Lump sum or 36 equal monthly payments)
Principal				
5.				
6.				
7.				
8.				
9.				
10.				
Contingent				
5.				
6.				
7.				
8.				
9.				
10.				

I HAVE READ AND UNDERSTAND the instructions on pages 2 and 3 of this form. I ALSO UNDERSTAND that:

- This is a continuation of my beneficiary designation on page 2 of this form, Servicemembers' Group Life Insurance Election and Certificate.**
- The proceeds will be paid to beneficiaries as stated in #6 on page 3 of the SGLV-8286, unless otherwise stated above.

SIGN HERE IN INK  _____ Date: _____
(Your signature. Do not print.)

Do not write in space below. For official use only.

WITNESSED AND RECEIVED BY:	RANK, TITLE OR GRADE	ORGANIZATION	DATE RECEIVED
----------------------------	----------------------	--------------	---------------

RECORD OF EMERGENCY DATA

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 552, 10 USC 655, 1475 to 1480 and 2771, 38 USC 1970, 44 USC 3101, and EO 9397 (SSN).

PRINCIPAL PURPOSES: This form is used by military personnel and Department of Defense civilian and contractor personnel, collectively referred to as civilians, when applicable. For military personnel, it is used to designate beneficiaries for certain benefits in the event of the Service member's death. It is also a guide for disposition of that member's pay and allowances if captured, missing or interned. It also shows names and addresses of the person(s) the Service member desires to be notified in case of emergency or death. For civilian personnel, it is used to expedite the notification process in the event of an emergency and/or the death of the member. The purpose of soliciting the SSN is to provide positive identification. All items may not be applicable.

ROUTINE USES: None.

DISCLOSURE: Voluntary; however, failure to provide accurate personal identifier information and other solicited information will delay notification and the processing of benefits to designated beneficiaries if applicable.

INSTRUCTIONS TO SERVICE MEMBER

This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other person(s) you would like notified if you become a casualty (other family members or fiancé), and, to designate beneficiaries for certain benefits if you die. IT IS YOUR RESPONSIBILITY to keep your Record of Emergency Data up to date to show your desires as to beneficiaries to receive certain death payments, and to show changes in your family or other personnel listed, for example, as a result of marriage, civil court action, death, or address change.

INSTRUCTIONS TO CIVILIANS

This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other person(s) you would like notified if you become a casualty. Not every item on this form is applicable to you. **This form is used by the Department of Defense (DoD) to expedite notification in the case of emergencies or death.** It does not have a legal impact on other forms you may have completed with the DoD or your employer.

IMPORTANT: This form is divided into two sections: Section 1 - Emergency Contact Information and Section 2 - Benefits Related Information. READ THE INSTRUCTIONS ON PAGES 3 AND 4 BEFORE COMPLETING THIS FORM.

SECTION 1 - EMERGENCY CONTACT INFORMATION

1. NAME (Last, First, Middle Initial)

2. SSN

3a. SERVICE/CIVILIAN CATEGORY

☐ ARMY ☐ NAVY ☐ MARINE CORPS ☐ AIR FORCE ☐ DoD ☐ CIVILIAN ☐ CONTRACTOR

b. REPORTING UNIT CODE/DUTY STATION

4a. SPOUSE NAME (If applicable) (Last, First, Middle Initial)

b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER

☐ SINGLE ☐ DIVORCED ☐ WIDOWED

5. CHILDREN

a. NAME (Last, First, Middle Initial)

b. RELATIONSHIP

c. DATE OF BIRTH
(YYYYMMDD)

d. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER

6a. FATHER NAME (Last, First, Middle Initial)

b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER

7a. MOTHER NAME (Last, First, Middle Initial)

b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER

8a. DO NOT NOTIFY DUE TO ILL HEALTH

b. NOTIFY INSTEAD

9a. DESIGNATED PERSON(S) (Military only)

b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER

10. CONTRACTING AGENCY AND TELEPHONE NUMBER (Contractors only)

SECTION 2 - BENEFITS RELATED INFORMATION

11a. BENEFICIARY(IES) FOR DEATH GRATUITY <i>(Military only)</i>	b. RELATIONSHIP	c. ADDRESS <i>(Include ZIP Code)</i> AND TELEPHONE NUMBER	d. PERCENTAGE
12a. BENEFICIARY(IES) FOR UNPAID PAY/ALLOWANCES <i>(Military only)</i> NAME AND RELATIONSHIP		d. ADDRESS <i>(Include ZIP Code)</i> AND TELEPHONE NUMBER	c. PERCENTAGE
13a. PERSON AUTHORIZED TO DIRECT DISPOSITION (PADD) <i>(Military only)</i> NAME AND RELATIONSHIP		b. ADDRESS <i>(Include ZIP Code)</i> AND TELEPHONE NUMBER	
14. CONTINUATION/REMARKS			
15. SIGNATURE OF SERVICE MEMBER/CIVILIAN <i>(Include rank, rate, or grade if applicable)</i>	16. SIGNATURE OF WITNESS <i>(Include rank, rate, or grade as appropriate)</i>		17. DATE SIGNED <i>(YYYYMMDD)</i>

INSTRUCTIONS FOR PREPARING DD FORM 93

(See appropriate Service Directives for supplemental instructions for completion of this form at other than MEPS)

All entries explained below are for electronic or typewriter completion, except those specifically noted. If a computer or typewriter is not available, print in black or blue-black ink insuring a legible image on all copies. Include "Jr.," "Sr.," "III" or similar designation for each name, if applicable. When an address is entered, include the appropriate ZIP Code. If the member cannot provide a current address, indicate "unknown" in the appropriate item. Addresses shown as P.O. Box Numbers or RFD numbers should indicate in Item 14, "Continuations/Remarks", a street address or general guidance to reach the place of residence. In addition, the notation "See Item 14" should be included in the item pertaining to the particular next of kin or when the space for a particular item is insufficient. If the address for the person in the item has been shown in a preceding item, it is unnecessary to repeat the address; however, the name must be entered. Those items that are considered not applicable to civilians will be left blank.

ITEM 1. Enter full last name, first name, and middle initial.

ITEM 2. Enter social security number (SSN).

ITEM 3a. Service. **Military:** Mark X in appropriate block. **Civilian:** Mark two blocks as appropriate. Examples: an Army civilian would mark Army and either Civilian or Contractor; a DoD civilian, without affiliation to one of the Military Services, would mark DoD and then either Civilian or Contractor as appropriate.

ITEM 3b. Reporting Unit Code/Duty Station. See Service Directives.

ITEM 4a. Spouse Name. Enter last name (if different from Item 1), first name and middle initial on the line provided. If single, divorced, or widowed, mark appropriate block.

ITEM 4b. Address and Telephone Number. Enter the "actual" address and telephone number, not the mailing address. Include civilian title or military rank and service if applicable. If one of the blocks in 4a is marked, leave blank.

ITEM 5a-d. Children. Enter last name (only if different from Item 1) first name and middle initial, relationship, and date of birth of all children. If none, so state. Include illegitimate children if acknowledged by member or paternity/maternity has been judicially decreed. Relationship examples: son, daughter, stepson or daughter, adopted son or daughter or ward. Date of birth example: 19950704. For children not living with the member's current spouse, include address and name and relationship of person with whom residing in item 5d.

ITEM 6a. Father Name. Last name, first name and middle initial.

ITEM 6b. Address and Telephone Number of Father. If unknown or deceased, so state. Include civilian title or military rank and service if applicable. If other than natural father is listed, indicate relationship.

ITEM 7a. Mother Name. Last name, first name and middle initial.

ITEM 7b. Address and Telephone Number of Mother. If unknown or deceased, so state. Include civilian title or military rank and service if applicable. If other than natural mother is listed, indicate relationship.

ITEM 8. Persons Not to be Notified Due to Ill Health.

- List relationship, e.g., "Mother," of person(s) listed in Items 4, 5, 6, or 7 who are not to be notified of a casualty due to ill health. If more than one child, specify, e.g., "daughter Susan." Otherwise, enter "None".
- List relationship, e.g., "Father" or name and address of person(s) to be notified in lieu of person(s) listed in item 8a. If "None" is entered in Item 8a, leave blank.

ITEM 9a. This item will be used to record the name of the person or persons, if any, other than the member's primary next of kin or immediate family, to whom information on the whereabouts and status of the member shall be provided if the member is placed in a missing status. Reference 10 USC, Section 655. **NOT APPLICABLE to civilians.**

ITEM 9b. Address and telephone number of Designated Person(s). **NOT APPLICABLE to civilians.**

ITEM 10. Contracting Agency and Telephone Number (**Contractors only**). **NOT APPLICABLE to military personnel.** Civilian contractors will provide the name of their contracting agency and its telephone number. Example: XYZ Electric, (703) 555-5689. The telephone number should be to the company or corporation's personnel or human resources office.

ITEM 11a. Beneficiary(ies) for Death Gratuity (**Military only**). Enter first name(s), middle initial, and last name(s) of the person(s) to receive death gratuity pay. A member may designate one or more persons to receive all or a portion of the death gratuity pay. The designation of a person to receive a portion of the amount shall indicate the percentage of the amount, to be specified only in 10 percent increments, that the person may receive. If the member does not wish to designate a beneficiary for the payment of death gratuity, enter "None," or if the full amount is not designated, the payment or balance will be paid as follows:

- (1) To the surviving spouse of the person, if any;
- (2) To any surviving children of the person and the descendants of any deceased children by representation;
- (3) To the surviving parents or the survivor of them;
- (4) To the duly appointed executor or administrator of the estate of the person;
- (5) If there are none of the above, to other next of kin of the person entitled under the laws of domicile of the person at the time of the person's death.

The member should make specific designations, as it expedites payment.

INSTRUCTIONS FOR PREPARING DD FORM 93

(Continued)

ITEM 11a. (Continued) Seek legal advice if naming a minor child as a beneficiary. If a member has a spouse but designates a person other than the spouse to receive all or a portion of the death gratuity pay, the Service concerned is required to provide notice of the designation to the spouse. **NOT APPLICABLE to civilians.**

Item 11b. Relationship. **NOT APPLICABLE to civilians.**

ITEM 11c. Enter beneficiary(ies) full mailing address and telephone number to include the ZIP Code. **NOT APPLICABLE to civilians.**

ITEM 11d. Show the percentage to be paid to each person. Enter 10%, 20%, 30%, up to 100% as appropriate. The sum shares must equal 100 percent. If no percent is indicated and more than one person is named, the money is paid in equal shares to the persons named. **NOT APPLICABLE to civilians.**

ITEM 12a. Beneficiary(ies) for Unpaid Pay/Allowance (**Military only**). Enter first name(s), middle initial, last name(s) and relationship of person to receive unpaid pay and allowances at the time of death. The member may indicate anyone to receive this payment. If the member designated two or more beneficiaries, state the percentage to be paid each in item 10c. If the member does not wish to designate a beneficiary, enter "By Law." The member is urged to designate a beneficiary for unpaid pay and allowances as payment will be made to the person in order of precedence by law (10 USC 2771) in the absence of a designation. Seek legal advice if naming a minor child as beneficiary. **NOT APPLICABLE to civilians.**

ITEM 12b. Enter beneficiary(ies) full mailing address and telephone number to include the ZIP Code. **NOT APPLICABLE to civilians.**

ITEM 12c. If the member designated two or more beneficiaries, state the percentage to be paid each in this section. The sum shares must equal 100 percent. **NOT APPLICABLE to civilians.**

ITEM 13a. Enter the name and relationship of the Person Authorized to Direct Disposition (PADD) of your remains should you become a casualty. Only the following persons may be named as a PADD: surviving spouse, blood relative of legal age, or adoptive relatives of the decedent. If neither of these three can be found, a person standing in loco parentis may be named. **NOT APPLICABLE to civilians.**

ITEM 13b. Address and telephone number of PADD. **NOT APPLICABLE to civilians.**

ITEM 14. Continuations/Remarks. Use this item for remarks or continuation of other items, if necessary. Prefix entry with the number of the item being continued; for example, 5/John J./son/ 19851220/321 Pecan Drive, Schertz TX 78151. Also use this item to list name, address, and relationship of other persons the member desires to be notified. Other dependents may also be listed. This block offers the greatest amount of flexibility for the member to record other important information not otherwise requested but considered extremely useful in the casualty notification and assistance process. Besides continuing information from other blocks on this form, the member may desire to include additional information such as: NOK language barriers, location or existence of a Will, additional private insurance information, other family member contact numbers, etc. If additional space is required, attach a supplemental sheet of standard bond paper with the information.

ITEM 15. Signature of Service Member/Civilian. Check and verify all entries and sign all copies in ink as follows: First name, middle initial, last name. Include rank, rate, or grade if applicable. May be electronically signed (see DoD Instruction 1300.18 for guidelines).

ITEM 16. Signature of Witness. Have a witness (disinterested person) sign all copies in ink as follows: First name, middle initial, last name. Include rank, rate, or grade as appropriate. A witness signature is not required for electronic versions of the DD Form 93 (see DoD Instruction 1300.18).

ITEM 17. Date the member or civilian signs the form. This item is an ink entry and must be completed on all copies.

How to read a Reserve and National Guard Leave and Earning Statement

Your pay is your responsibility.

This is a guide to help you understand your Leave and Earnings Statement (LES). The LES is a comprehensive statement of a member's leave and earnings showing your entitlements, deductions, allotments (fields not used for Reserve and National Guard members), leave information, tax withholding information, and Thrift Savings Plan (TSP) information. Your most recent LES can be found 24 hours a day on **myPay**.

If members receive Career Sea Pay, the Sea Service Counter will still be displayed in the remark portion of the LES. The LES remains one page in length.

Verify and keep your LES each month. If your pay varies significantly and you don't understand why, or if you have any questions after reading this publication, consult with your disbursing/finance office.

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																				
ID	NAME (LAST, FIRST, MI)				SOC. SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED								
	1				2	3	4	5	6	7	8	9								
ENTITLEMENTS				DEDUCTIONS				ALLOTMENTS				SUMMARY								
TYPE				AMOUNT				TYPE				AMOUNT								
A B C D E F G H I J K L M N O	10				11				12				+ AMT FWD		13					
													+ TOT ENT		14					
													- TOT DED		15					
													- TOT ALMT		16					
													= NET AMT		17					
													- CR FWD		18					
													= EOM PAY		19					
													DIEMS		24					
													TOTAL		20		21		22	
	LEAVE		BF BAL	ERND	USED	CR BAL	ETS BAL	LV LOST	LV PAID	USE/LOSE	FED TAXES		WAGE PERIOD	WAGE YTD	M/S	EX	ADD'L TAX	TAX YTD		
25		26	27	28	29	30	31	32	33		34	35	36	37		38				
FICA TAXES		WAGE PERIOD		SOC WAGE YTD		SOC TAX YTD		MED WAGE YTD		MED TAX YTD		STATE TAXES		ST	WAGE PERIOD	WAGE YTD	M/S	EX	TAX YTD	
39		40		41		42		43		44		45	46	47	48	49				
PAY DATA		BAQ TYPE		BAQ DEPN		VHA ZIP		RENT AMT		SHARE		STAT		JFTR	DEPN	2D JFTR	BAS TYPE	CHARITY YTD	TPC	PACIDN
50		51		52		53		54		55		56		57	58	59	60		61	62
Thrift Savings Plan (TSP)		BASE PAY RATE		BASE PAY CURRENT		SPEC PAY RATE		SPEC PAY CURRENT		INC PAY RATE		INC PAY CURRENT		BONUS PAY RATE		BONUS PAY CURRENT				
63		64		65		66		67		68		69		70						
		CURRENTLY NOT USED		TSP YTD DEDUCTIONS		DEFERRED		EXEMPT		CURRENTLY NOT USED										
		71		72		73		74		75										
REMARKS		YTD ENTITLE				YTD DEDUCT														
76		77				78														

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Fields 1 through 9 contain the identification portion of the LES.

- **1 - NAME.** The member's name in last, first, middle initial format.
- **2 - SOC. SEC. NO.** The member's Social Security Number.
- **3 - GRADE.** The member's current pay grade.
- **4 - PAY DATE.** The date the member entered active duty for pay purposes in YYMMDD format. This is synonymous with the Pay Entry Base Date (PEBD).
- **5 - YRS SVC.** In two digits, the actual years of creditable service.
- **6 - ETS.** The Expiration Term of Service in YYMMDD format. This is synonymous with the Expiration of Active Obligated Service (EAOS).
- **7 - BRANCH.** This field reflects branch of service OR program which the service member is enrolled.
- **8 - ADSN/DSSN.** The Disbursing Station Symbol Number used to identify each disbursing/finance office.
- **9 - PERIOD COVERED.** This field will show the "Check Date" for Reserve or National Guard members.

Fields 10 through 22 contain the entitlements, deductions, allotments, their respective totals, a mathematical summary portion and date initially entered military service.

- **10 - ENTITLEMENTS.** In columnar style the names of the entitlements and allowances being paid. Space is allocated for fifteen entitlements and/or allowances. If more than fifteen are present the overflow will be printed in the remarks block. Any retroactive entitlements and/or allowances will be added to like entitlements and/or allowances.
- **11 - DEDUCTIONS.** The description of the deductions is listed in columnar style. This includes items such as taxes, SGLI and dependent dental plan. Space is allocated for fifteen deductions. If more than fifteen are present the overflow will be printed in the remarks block. Any retroactive deductions will be added to like deductions.
- **12 - ALLOTMENTS.** Reservist and National Guard do not have allotments.
- **13 - AMT FWD.** The amount of all unpaid pay and allowances due from the prior LES.
- **14 - TOT ENT.** The figure from Field 20 that is the total of all entitlements and/or allowances listed.
- **15 - TOT DED.** The figure from Field 21 that is the total of all deductions.
- **16 - TOT ALMT.** Reservist and National Guard do not have allotments.
- **17 - NET AMT.** The dollar value of all unpaid pay and allowances, plus total entitlements and/or allowances, minus deductions due on the current LES.
- **18 - CR FWD.** The dollar value of all unpaid pay and allowances due to reflect on the next LES as the +AMT FWD.
- **19 - EOM PAY.** The actual amount of the payment to be paid to the member on that specific payday.

Fields 20 through 22 - TOTAL. The total amounts for the entitlements and/or allowances, and deductions respectively.

Fields 23 and 24 are NOT used by Reserve and National Guard members.

Fields 25 through 32 contain leave information.

- **25 - BF BAL.** The brought forward leave balance. Balance may be at the beginning of the fiscal year, or when active duty began, or the day after the member was paid Lump Sum Leave (LSL).
- **26 - ERND.** The cumulative amount of leave earned in the current fiscal year or current term of enlistment if the member reenlisted/extended since the beginning of the fiscal year. Normally increases by 2.5 days each month.
- **27 - USED.** The cumulative amount of leave used in the current fiscal year or current term of enlistment if member reenlisted/extended since the beginning of the fiscal year.
- **28 - CR BAL.** The current leave balance as of the end of the period covered by the LES.
- **29 - ETS BAL.** The projected leave balance to the member's Expiration Term of Service (ETS).
- **30 - LV LOST.** The number of days of leave that has been lost.
- **31 - LV PAID.** The number of days of leave paid to date.
- **32 - USE/LOSE.** The projected number of days of leave that will be lost if not taken in the current fiscal year on a monthly basis. The number of days of leave in this block will decrease with any leave usage.

Fields 33 through 38 contain Federal Tax withholding information.

- **33 - WAGE PERIOD.** The amount of money earned this LES period that is subject to Federal Income Tax Withholding (FITW).
- **34 - WAGE YTD.** The money earned year-to-date that is subject to FITW.
- **35 - M/S.** The marital status used to compute the FITW.
- **36 - EX.** The number of exemptions used to compute the FITW.

- **37 - ADD'L TAX.** The member specified additional dollar amount to be withheld in addition to the amount computed by the Marital Status and Exemptions.
- **38 - TAX YTD.** The cumulative total of FITW withheld throughout the calendar year.

Fields 39 through 43 contain Federal Insurance Contributions Act (FICA) information.

- **39 - WAGE PERIOD.** The amount of money earned this LES period that is subject to FICA.
- **40 - SOC WAGE YTD.** The wages earned year-to-date that are subject to FICA.
- **41 - SOC TAX YTD.** Cumulative total of FICA withheld throughout the calendar year.
- **42 - MED WAGE YTD.** The wages earned year-to-date that are subject to Medicare.
- **43 - MED TAX YTD.** Cumulative total of Medicare taxes paid year-to-date.

Fields 44 through 49 contain State Tax information.

- **44 - ST.** The two digit postal abbreviation for the state the member elected.
- **45 - WAGE PERIOD.** The amount of money earned this LES period that is subject to State Income Tax Withholding (SITW).
- **46 - WAGE YTD.** The money earned year-to-date that is subject to SITW.
- **47 - M/S.** The marital status used to compute the SITW.
- **48 - EX.** The number of exemptions used to compute the SITW.
- **49 - TAX YTD.** The cumulative total of SITW withheld throughout the calendar year.

Fields 50 through 62 contain additional Pay Data.

- **50 - BAQ TYPE.** The member's type of Basic Allowance for Quarters status.
 - W/O DEP - Member without dependents.
 - W DEP - Member with dependents.
 - WDAGQT - Member with dependents assigned government quarters.
- **51 - BAQ DEPN.** Indicates the type of dependent.
 - Spouse
 - Child
 - Parent
 - Grandfathered
 - Member married to member/own right
 - Ward of the court
 - Parents in Law
 - Own right
 - Student (age 21-22)
 - Handicapped child over age 21
 - Member married to member, child under 21
 - No dependents
 - N/A
- **52 - VHA ZIP.** The zip code used in the computation of Variable Housing Allowance (VHA) if entitlement exists.
- **53 - RENT AMT.** The amount of rent paid for housing if applicable.
- **54 - SHARE.** The number of people with which the member shares housing costs.
- **55 - STAT.** The VHA status; i.e., accompanied or unaccompanied.
- **56 - JFTR.** The Joint Federal Travel Regulation (JFTR) code based on the location of the member for Cost of Living Allowance (COLA) purposes.
- **57 - DEPNS.** The number of dependents the member has for COLA purposes.
- **58 - 2D JFTR.** The JFTR code based on the location of the member's dependents for COLA purposes.
- **59 - BAS TYPE**
 - STAND - Separate Rations
 - (blank) - Rations-in-kind not available
 - OFFIC - Officer Rations
- **60 - CHARITY YTD.** The cumulative amount of charitable contributions for the calendar year.
- **61 - TPC.** This field is not used by the Active Component.
 Army Reserves and National Guard use this field to identify Training Program Codes.
 - A - Normal pay status code for a regular service member on regular duty.
 - C - Funeral Honors Duty.
 - M - Annual training tours over 30 days.
 - N - Death.
 - O - Training for HPSP, ROTC, and Special ADT over 30 days.
 - T - ADT over 29 days. (School)

- U - Undergraduate pilot training, in-grade pilot, navigator, and advance flying training officers.
 - X - Stipend Tour of HPIP participants or subsistence for ROTC participants.
 - Z - Administrative and support training (exclusive of recruiting).
- **62 - PACIDN.** The activity Unit Identification Code (UIC).

Fields 63 through 75 contain Thrift Savings Plan (TSP) information/data.

- **63 - BASE PAY RATE.** The percentage of base pay elected for TSP contributions.
- **64 - BASE PAY CURRENT.** The amount of Base Pay withheld for TSP from current pay entitlement
- **65 - SPECIAL PAY RATE.** The percentage of Specialty Pay elected for TSP contribution.
- **66 - SPECIAL PAY CURRENT.** The amount of Special Pay withheld for TSP from current pay entitlement.
- **67 - INCENTIVE PAY RATE.** Percentage of Incentive Pay elected towards TSP contribution.
- **68 - INCENTIVE PAY CURRENT.** The amount of Incentive Pay withheld for TSP from current pay entitlement.
- **69 - BONUS PAY RATE.** The percentage of Bonus Pay elected towards TSP contribution.
- **70 - BONUS PAY CURRENT.** The amount of Bonus Pay withheld for TSP from current pay entitlement.
- **71 - Reserved for future use.**
- **72 - TSP YTD DEDUCTION (TSP YEAR TO DATE DEDUCTION):** Dollar amount of TSP contributions deducted for the year.
- **73 - DEFERRED:** Dollar amount of pay elected to be deferred during the tax year.
- **74 - EXEMPT:** Dollar amount of TSP contributions that are reported as tax exempt to the Internal Revenue Service (IRS).
- **75 - Reserved for future use.**
- **76 - REMARKS.** Notices of starts, stops and changes to a member's pay items as well as general notices from varying levels of command may appear.
- **77 - YTD ENTITLE.** The cumulative total of all entitlements for the calendar year.
- **78 - YTD DEDUCT.** The cumulative total of all deductions for the calendar year.

Army Reserve Family Programs

Information Data Worksheet

(For use of this form see USAR Reg 608-1; the proponent agency is the AR G-1, Family Programs Branch)

The information on this worksheet is for official use only within the Army Reserve Family Programs and will not be furnished to any commercial enterprise, company, representative, organization or agency outside the Department of Defense, as established by the Privacy Act of 1974 (5 USC 552A and AR 340-21).

PRIVACY ACT ADVISORY STATEMENT

AUTHORITY: Title 10 U.S. Code, Sections 3012 and 3013. **PRINCIPAL PURPOSE:** To gather data that will assist in the development of appropriate Family Programs activities and services to servicemembers' families, identify individuals eligible to participate in the Family Programs and receive information. **ROUTINE USES:** Information provided (specifically, name, address, and telephone number) may be listed and distributed to other participants to enable development of a communication and support network. **EFFECT OF WITHHOLDING CONSENT:** Voluntary disclosure. Failure to provide information may prevent the Family Programs participants from contacting you, especially during periods of military separation, or being able to provide you updated information on military unit related family activities, programs, and services available.

SECTION I - SOLDIER INFORMATION

LAST NAME _____ FIRST NAME _____ MI _____

RANK _____ SSN _____ DOB _____ MOB DATE _____
(Will be removed following data input into ARFP Web Portal) (MM/DD/YYYY)
Tour Length _____
(# of Days)

MAILING ADDRESS _____
Street Apt #
City State Zip Country

PRIMARY PHONE (____) _____ SECONDARY PHONE (____) _____

PRIMARY E-MAIL _____ SECONDARY E-MAIL _____

PRIMARY UNIT _____ MAJOR COMMAND _____

REASSIGNED UNIT _____ MAJOR COMMAND _____

MARITAL STATUS: ☐ Single ☐ Married ☐ Divorced

SPOUSE'S NAME (If Married): _____

CHILDREN ☐ Yes ☐ No GUARDIAN _____

PHONE (____) _____ E-MAIL _____

Last Name, First Name, MI	Gender	Birth Date (MM/DD/YYYY)	Mailing Address (If different from family address)
_____	_____	_____	_____
_____	_____	_____	_____
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Soldier's Creed

I am an American Soldier.
I am a Warrior and a member of a team. I serve the people of the United States and live the Army Values.
I will always place the mission first.
I will never accept defeat.
I will never quit.
I will never leave a fallen comrade.
I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills. I always maintain my arms, my equipment and myself.
I am an expert and I am a professional.
I stand ready to deploy, engage, and destroy the enemies of the United States of America in close combat.
I am a guardian of freedom and the American way of life.
I am an American Soldier.

Army Values

Loyalty – Bear true faith and allegiance to the U.S. Constitution, the Army, your unit, and others.

Duty – Fulfill your obligations.

Respect – Treat people as they should be treated.

Selfless Service – Putting the welfare of the nation, the Army and your subordinates before your own.

Honor – Live up to all the Army Values.

Integrity – Do what's right, legally and morally.

Personal Courage – Face fear, danger or adversity.

